DRAFT

STUDENT
Faculty/Advisor Self-Service

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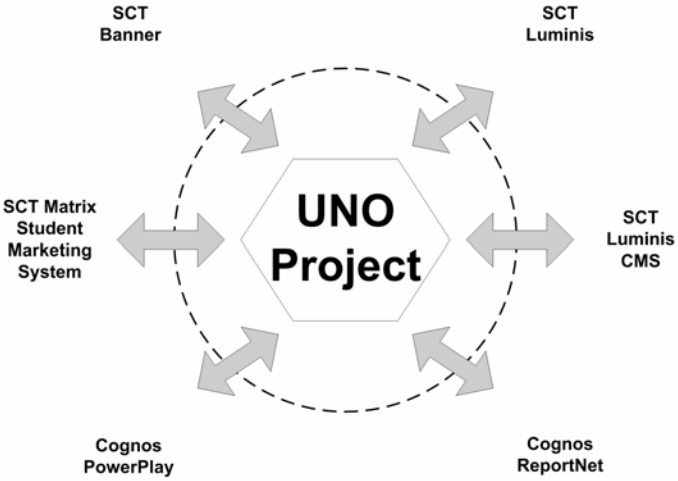
Introducing the UNO Project

In June 2003, NMSU pursued an administrative systems software replacement project named “UNO,” or “Unifying NMSU Online.” The goal of the UNO Project is to integrate electronically all administrative functions of the university. To accomplish this goal, NMSU joined more than 1,100 other higher education institutions in choosing SunGard SCT Banner because of its minimal system modification features.

In addition to implementing SCT Banner, NMSU has also implemented other systems to support SCT Banner, including SCT Luminis, SCT Luminis CMS, Cognos ReportNet, Cognos PowerPlay, and SCT Matrix Student Marketing System.



Major goals of the UNO Project are to update current processes that use information systems, consolidate core university information into an integrated database, and create new methods of web-based self service for university procedures and information.

The following systems are described:

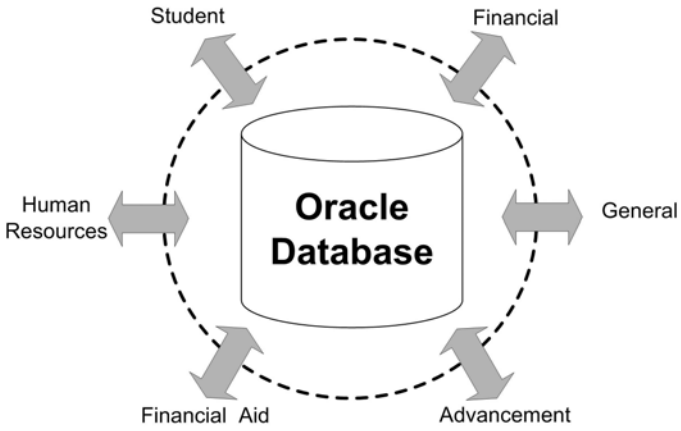
System	Description
SCT Banner	SCT Banner is the suite used for administrative data enterprise wide.
SCT Luminis	SCT Luminis is the myNMSU portal. The portal is the access point for Students, Staff, and Faculty to self-service options including: changing personal options, entering, time and leave, e-mail, and calendar.
SCT Luminis CMS	SCT Luminis CMS is a Content Management System designed to help organize and maintain Web content and facilitate consistency of content, navigation, and look-and-feel of the Universities entire Web site.
Cognos ReportNet	Cognos ReportNet is the web-based enterprise reporting tool, designed for you to generate custom reports
Cognos PowerPlay	Cognos PowerPlay is used to analyze large amount of data.
SCT Matrix Student Marketing System	SCT Matrix SMS enables NMSU to mange the recruiting and admissions process.

Introducing SunGard SCT Banner

SunGard SCT Banner is the new Enterprise Resource Planning (ERP) suite that integrates all departments and functions across NMSU onto a single computer system that can serve each individual department's need.

Internet Native Banner (INB) is the Web version of the new Enterprise Resource Planning suite NMSU employees will use to access vital university administrative information. One must access INB through a Web browser.

The suite acts as an interface between users and an Oracle database containing New Mexico State University administrative data.



The NMSU Banner suite is composed of six systems: Student, Financial, General, Advancement, Financial Aid, and Human Resources. The integrated suite uses rules and validation tables to ensure the data are entered and accessed correctly. Since the Banner systems are highly integrated and share a common Oracle database, everyone who uses the systems sees common database information in real time.

Benefits of SCT Banner

SCT has been providing services to the higher education market for over three decades. Developed specifically for higher education institutions, SCT Banner offers the following benefits:

- Available 24 hours a day, 7 days a week access from any authorized web-enabled computer.
- Shared data is entered only once.
- Individual non-social security ID number for students, faculty, and staff.
- Electronic signatures, forms and workflow.
- Oracle database as a basis for generating reports.
- Ability to implement improved methods to track enrollment.
- Ability to define clear and consistent data definitions.
- Strong baseline system to allow NMSU ICT staff to focus on improvements to the system.
- Integration with NMSU's web-based course management system, WebCT.

Introducing the Manual

This manual describes the procedures that NMSU faculty/advisors typically complete to enter and update personal information, work with faculty and advisor general functions, such as entering and updating office hours, viewing faculty detail schedule, as well as work with faculty and advisor administrative functions, such as working with registration overrides, viewing advisee listings, holds, and other records during the academic year.

Prerequisites

You should know what your specific needs are when you review this manual. This helps you to rapidly understand how the manual's contents can help you.

Successful Faculty/Advisor Self-Service users have experience using Microsoft Windows 2000 version or newer and Windows-compatible Internet browsers or one of the compatible browsers listed in **Appendix B: Compatible Browsers**.

Objectives of this Manual

This SCT Banner Faculty/Advisor Self-Service Manual describes NMSU's faculty and advisor self-service procedures. It contains the information you need to complete these activities:

- Accessing Faculty/Advisor Self-Service
- Working with Personal Information
- Working with Faculty/Advisors General Functions:
  - Viewing and Updating Office Hours
  - Viewing and Searching Course Catalog
  - Viewing and Searching the Class Schedule
  - Viewing the Class Schedule Listing
  - Viewing the Faculty Detail Schedule
  - Viewing Week at a Glance
  - Viewing Detailed Class List
  - Viewing Summary Class List
  - Entering Midterm and Final Grades
- Working with Advisors Administrative Functions:
  - Looking Up Classes
  - Working with Registration Overrides
  - Viewing Student Information
  - Viewing Advisee Listing
  - Viewing Advisee's Holds

- Viewing Advisee's Test Scores
- Viewing Advisee's Transcripts

Document Conventions

These document conventions will point out special information, and help you to successfully follow step-by-step instructions in this manual.

	Notes alert readers of potential problems or to emphasize special points.
	Tips suggest shortcuts or special hints to make a process easier.
Click vs. Select	**Click** is used for commands, command buttons, option buttons, and choosing options in a list, gallery or palette. Examples: On the **Tools** menu, click **Options**, and then click the **View** tab. In the **Options** dialog box, click the **View** tab. **Select** is more passive because it may not trigger an action. **Select** is used to refer to marking text, cells, check boxes, option buttons, and similar items that will then be subject to a user action.

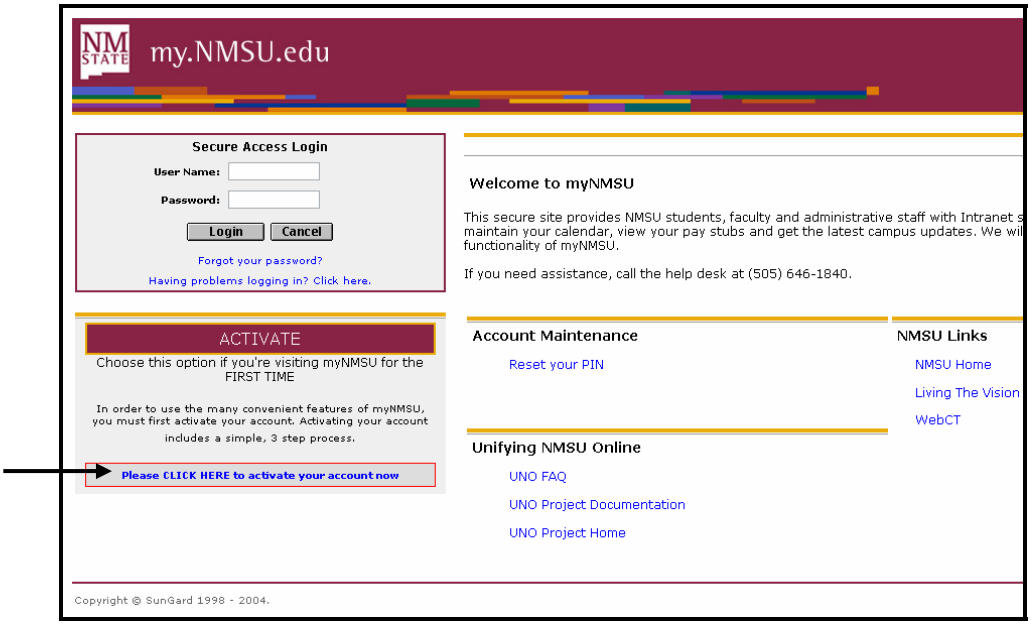
Getting Started

In this section you are given some background information that you will need to get started using Faculty/Advisor Self-Service, including understanding how to access the system.

Accessing Faculty/Advisor Self-Service

Access to Faculty/Advisor Self-Service requires that you have a **User ID** and **Password** for the New Mexico State University myNMSU Web page. If you do not have a **User ID** and **Password** for the New Mexico State University myNMSU Web page, you can **activate** and **set up an account** by clicking “Please CLICK HERE to active your account now” located below the Secure Access Login.

This is the myNMSU Web page login screen. The arrow below is where you can activate your account if you have not already done so.


my.NMSU.edu
Secure Access Login
User Name:
Password:
Login
Cancel
Forgot your password?
Having problems logging in? Click here.
ACTIVATE
Choose this option if you're visiting myNMSU for the FIRST TIME
In order to use the many convenient features of myNMSU, you must first activate your account. Activating your account includes a simple, 3 step process.
Please CLICK HERE to activate your account now
Welcome to myNMSU
This secure site provides NMSU students, faculty and administrative staff with Intranet s
maintain your calendar, view your pay stubs and get the latest campus updates. We wil
functionality of myNMSU.
If you need assistance, call the help desk at (505) 646-1840.
Account Maintenance
Reset your PIN
NMSU Links
NMSU Home
Living The Vision
WebCT
Unifying NMSU Online
UNO FAQ
UNO Project Documentation
UNO Project Home
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Once you have activated your account and have acquired a **User ID** and **Password**, you are ready to **Login** to the myNMSU Web page and start using Faculty/Advisor Self-Service.

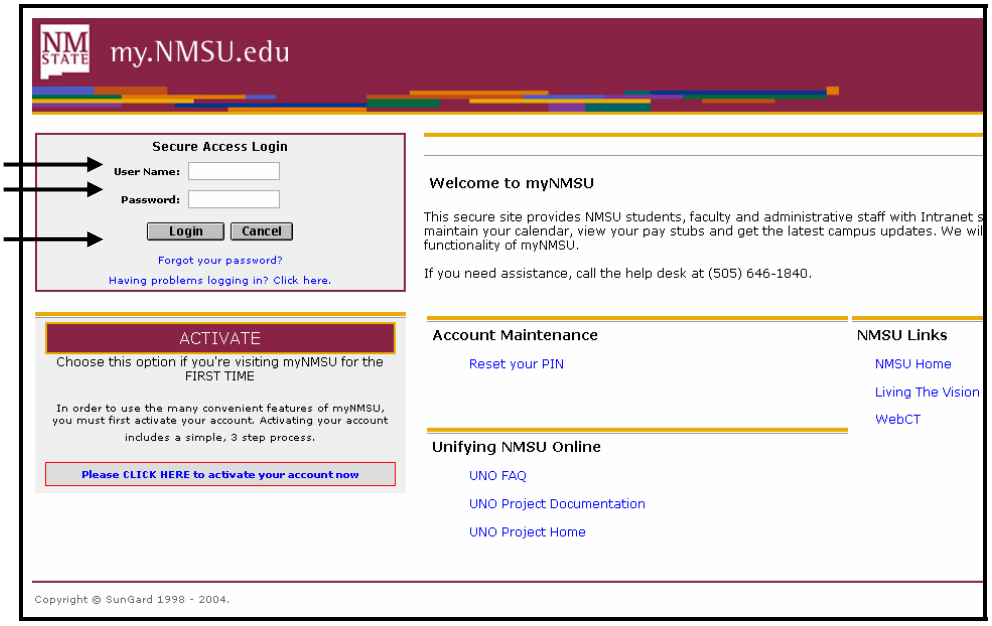
Logging-In to the myNMSU Web page

To **Login** to the myNMSU Web page as an authenticated user, you must successfully login using your **User ID** and **Password**.

Instructions

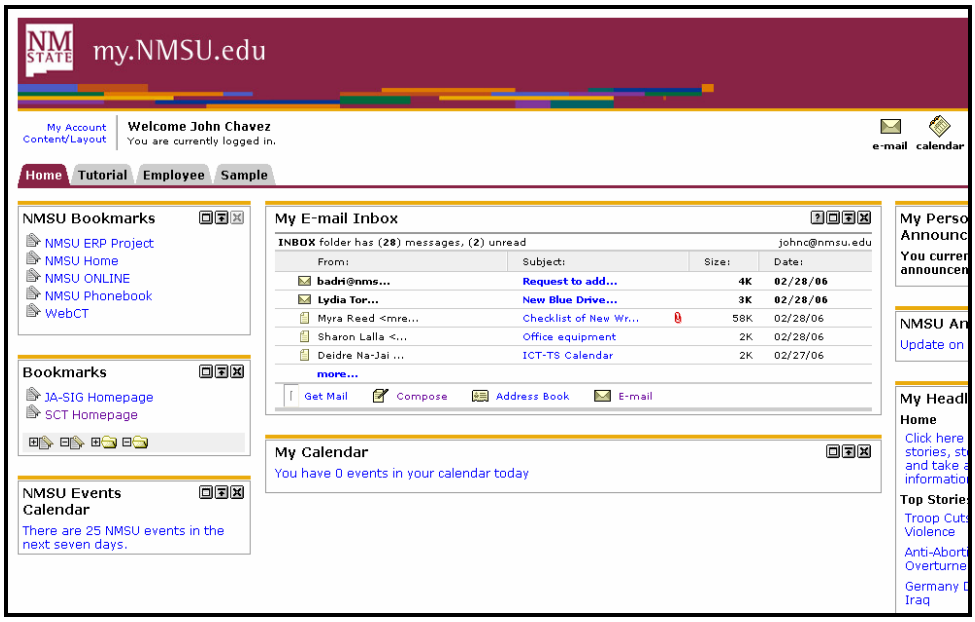
1. Open a Web browser session.
2. Type the URL: https://my.nmsu.edu/cp/home/displaylogin
   The **Login** screen appears.

User ID
Password


my.NMSU.edu
Secure Access Login
User Name:
Password:
Login
Cancel
Forgot your password?
Having problems logging in? Click here.
Welcome to myNMSU
This secure site provides NMSU students, faculty and administrative staff with Intranet s
maintain your calendar, view your pay stubs and get the latest campus updates. We wil
functionality of myNMSU.
If you need assistance, call the help desk at (505) 646-1840.
ACTIVATE
Choose this option if you're visiting myNMSU for the FIRST TIME
In order to use the many convenient features of myNMSU, you must first activate your account. Activating your account includes a simple, 3 step process.
Please CLICK HERE to activate your account now
Account Maintenance
Reset your PIN
NMSU Links
NMSU Home
Living The Vision
WebCT
Unifying NMSU Online
UNO FAQ
UNO Project Documentation
UNO Project Home
Copyright © SunGard 1998 - 2004.

You can create a bookmark in your browser for quick access to myNMSU.

3. Type your **User ID** and **Password**.
4. Select **Login**.
   Your myNMSU session begins with the following **General Interface**.

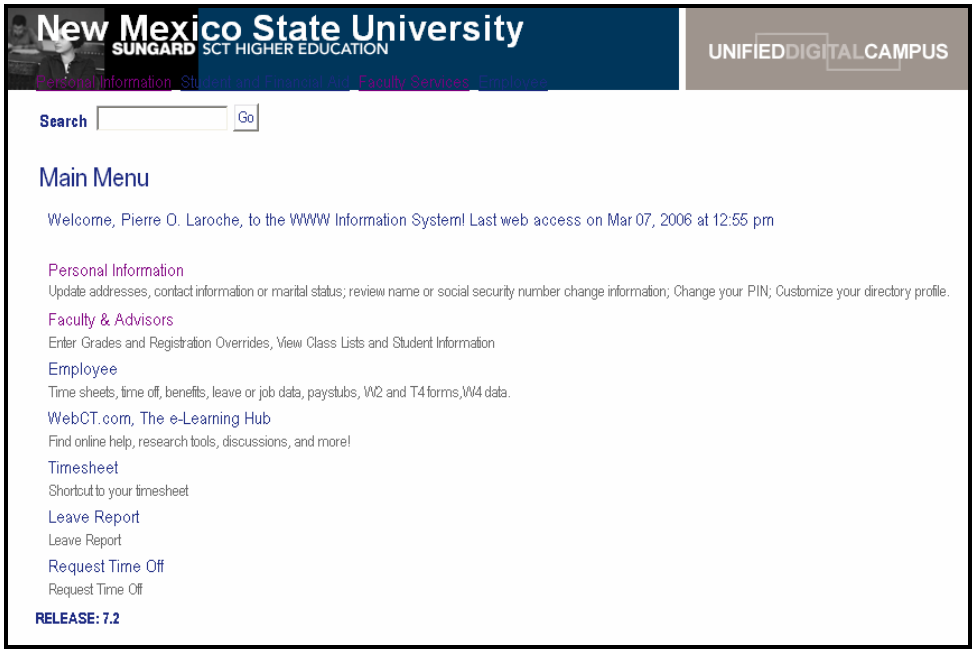


After logging in to the **General Interface**, you will access the **Faculty/Advisor Self-Service Interface** by clicking the appropriate, grey-shaded tab located below the “Welcome” message.

Introducing the Faculty/Advisor Self-Service Interface

Self-Service Banner is the Web version of the new Enterprise Resource Planning system NMSU faculty and advisors will use to access vital personal and administrative information.

Once you have logged into the myNMSU Web page and have accessed the Self-Service Interface, you will be presented with the **Main Menu**.


New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Personal Information Student and Financial Aid Faculty Services Employee
Search
Go
Main Menu
Welcome, Pierre O. Laroche, to the WWW Information System! Last web access on Mar 07, 2006 at 12:55 pm
Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.
Faculty & Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information
Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 data.
WebCT.com, The e-Learning Hub
Find online help, research tools, discussions, and more!
Timesheet
Shortcut to your timesheet
Leave Report
Leave Report
Request Time Off
Request Time Off
RELEASE: 7.2

The **Main Menu** is integrated into myNMSU for fast access and easy navigation. This menu is the starting point for navigating throughout Faculty/Advisor Self-Service.

Understanding Product Conventions

When you first are introduced to a new system, it is like learning a new language. This section exposes you to some of the basics of Banner terminology, and the naming conventions used in this manual.

Terminology

Understanding the terms provided in this manual will help you to understand the instructions presented in this manual, and to present clear, specific questions that you may have about the information provided.

This table defines the basic terminology used in this manual.

Menu	Faculty/Advisor Self-Service is composed of a number of interrelated menus accessed from the Main Menu. For example, to complete personal and administrative procedures, users must access the Personal Information Menu, the Student & Financial Aid Menu, the Faculty/Advisors Menu, etc., from the Main Menu.
Term	An academic time frame a user selects to perform a particular task. For example, a term is defined as Fall 2005, Spring 2006, or Summer 2006.
Drop-down List	A list box with an arrow next to it, which, if dropped-down, provides a list of options.
Link	A titled item that serves as a cross-reference between related Web pages.
Fields	Fields are areas in a form that are used either to display specific data (such as someone's last name, address, or NMSU ID number), or insert data.

Working with Personal Information

All **Personal Information** is entered, updated, and viewed using the **Personal Information Menu**, which is accessed using the **Main Menu**.

The **Personal Information Menu** allows users to complete vital activities from determining what address and email the university uses to correspond with the faculty/advisor member, to what social security number the university uses to record the faculty/advisor member's information, to what information is included in the University Directory.

This section describes how to:

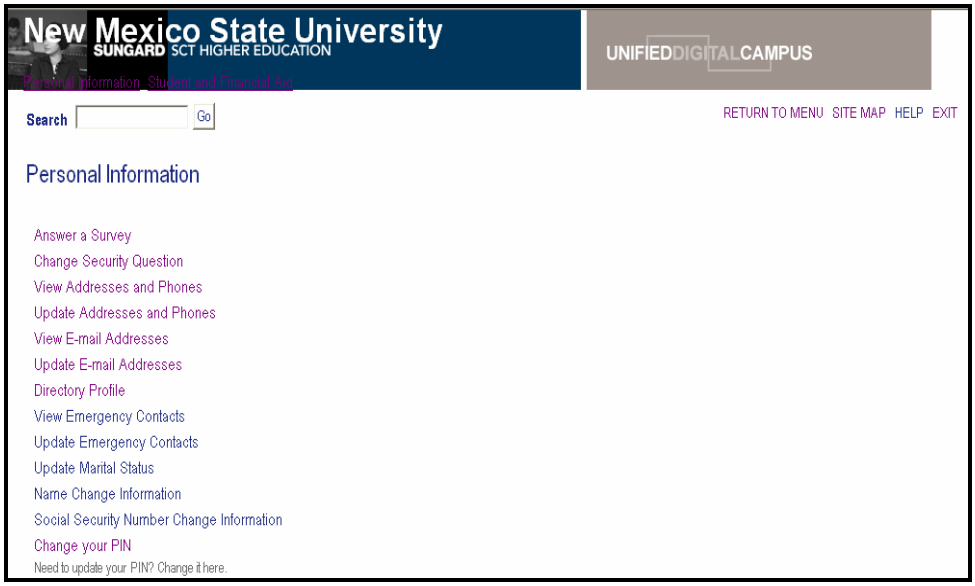
- Access the Personal Information Menu
- Change a PIN
- Change a Login Verification Question
- View and Update Address and Phone Information
- View and Update E-mail Address Information.

Accessing the Personal Information Menu

To access the **Personal Information Menu**, perform these steps:

Instructions

1. On the **Main Menu**, click **Personal Information**.
   The **Personal Information Menu** page appears.

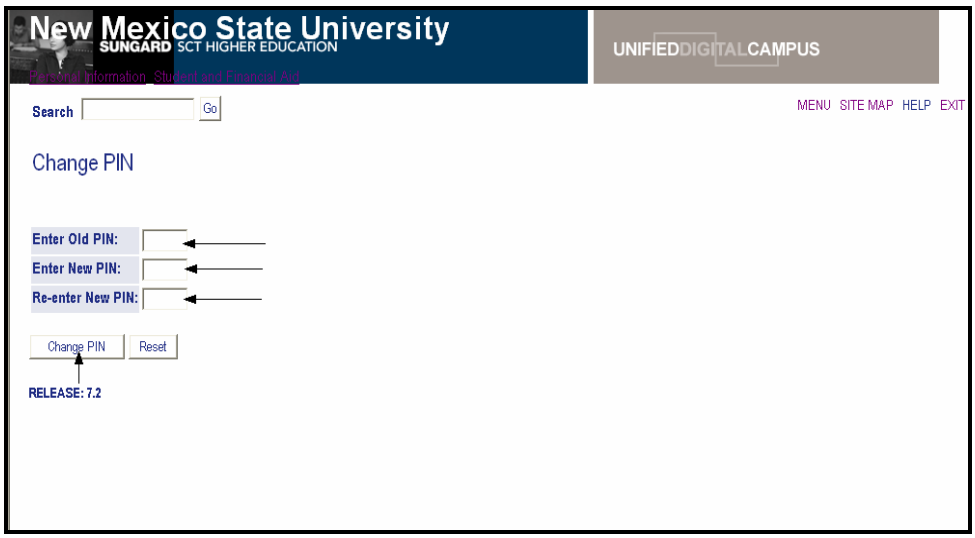


Changing a PIN

To **Change a PIN**, perform these steps:

Instructions

1. On the **Personal Information Menu**, click **Change your PIN**.
   The **Change your PIN** page appears.



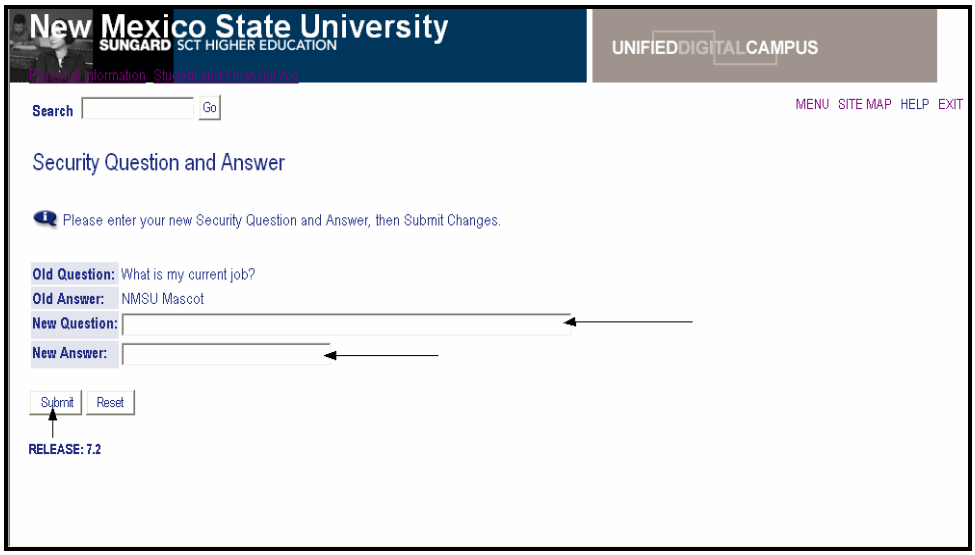
2. In the corresponding fields, enter the **Old PIN** and enter a **New PIN**.
3. Click **Change PIN**.
   The **Personal Information Menu** appears, notifying you that “Your changes were saved successfully.”

Changing a Login Verification Question

To **Change a Login Verification Question**, perform these steps:

Instructions

1. On the **Personal Information Menu**, click **Change Security Question**.
   The **Security Question and Answer** page appears.



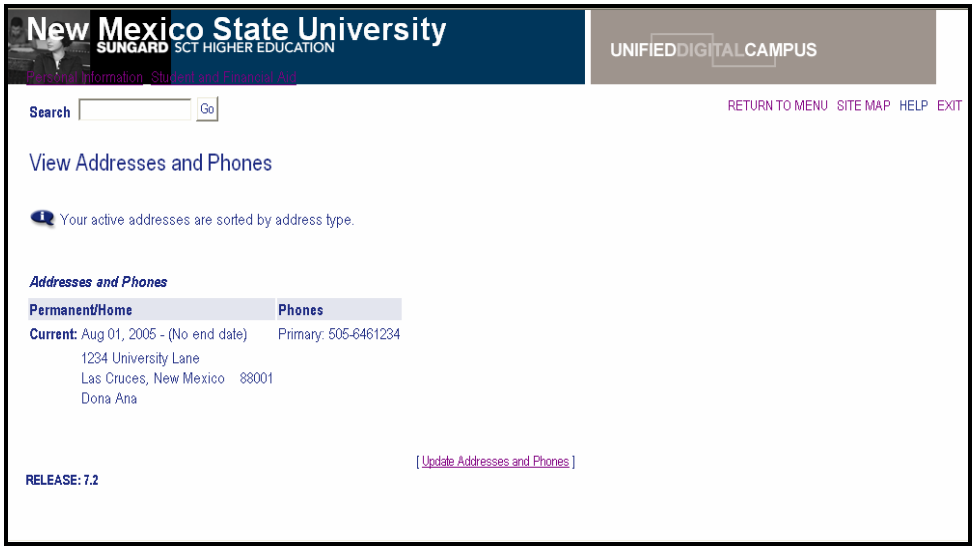
2. In the corresponding fields, enter the **New Question** and enter the **New Answer**.
3. Click **Submit**.
   The **Personal Information Menu** appears, notifying you that "Your changes were saved successfully."

Viewing and Updating Addresses and Phones

To view **Addresses and Phones**, perform these steps:

Instructions

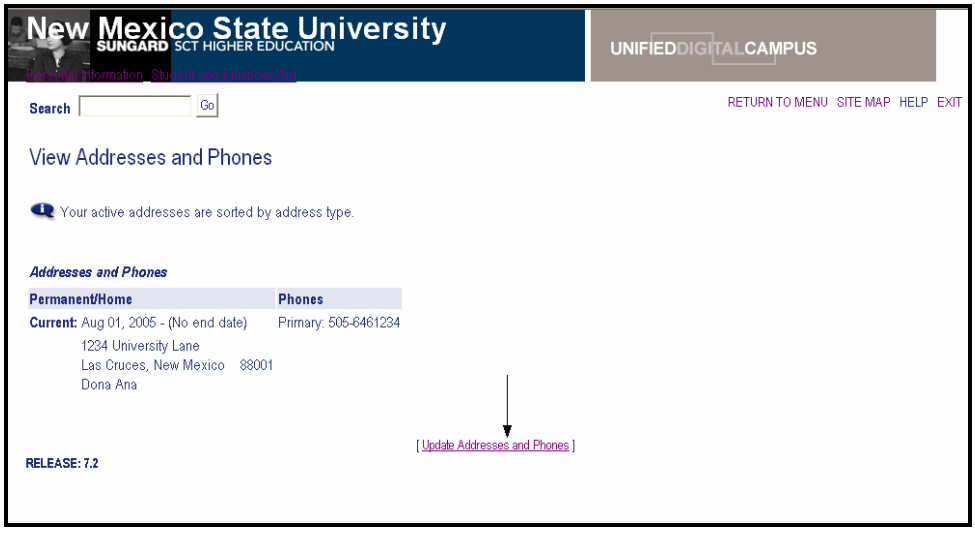
1. On the **Personal Information Menu**, click **View Addresses and Phones**.
   The **View Addresses and Phones** page appears.



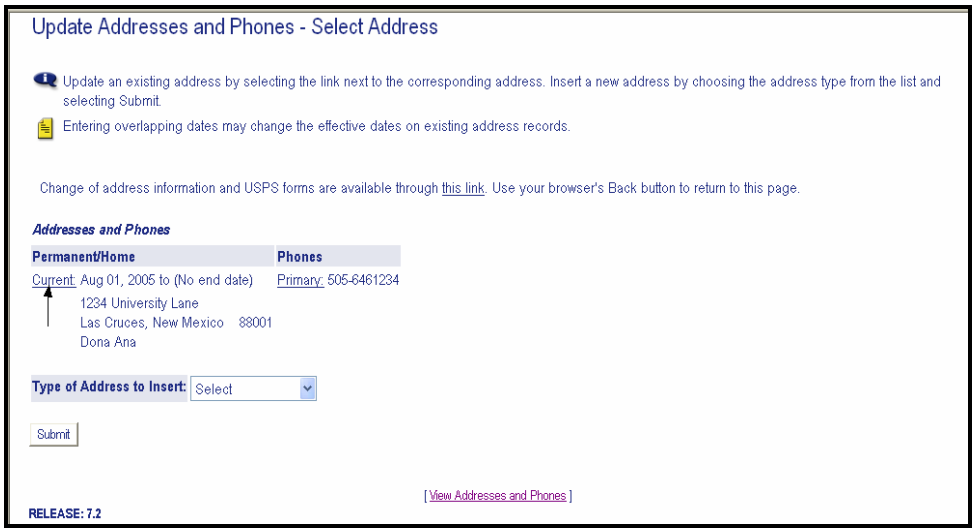
To update **Addresses and Phones**, perform these steps:

Instructions

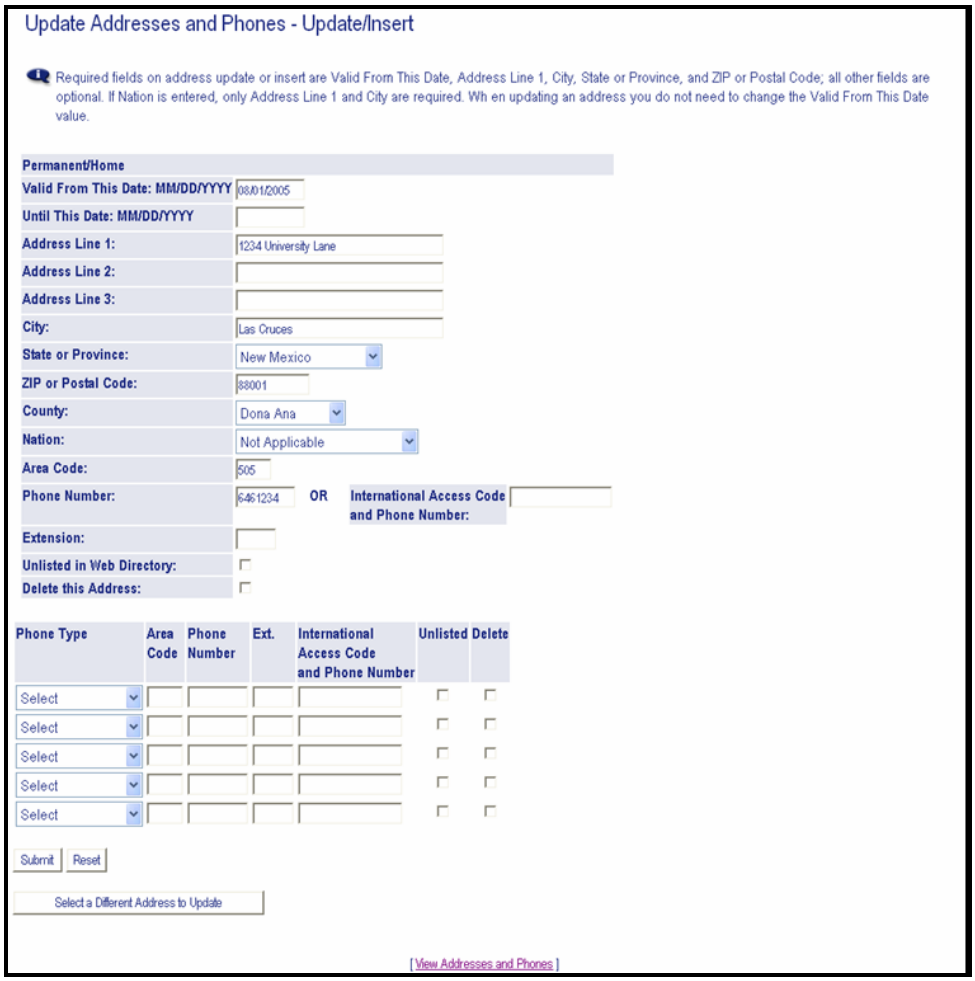
1. On the **Addresses and Phones** page, click the **Update Addresses and Phones** link at the bottom of the page.



2. On the **Update Addresses and Phones-Select Address** page, click the **Current** link.


Update Addresses and Phones - Select Address
Update an existing address by selecting the link next to the corresponding address. Insert a new address by choosing the address type from the list and selecting Submit.
Entering overlapping dates may change the effective dates on existing address records.
Change of address information and USPS forms are available through this link. Use your browser's Back button to return to this page.
Addresses and Phones
Permanent/Home
Phones
Current: Aug 01, 2005 to (No end date)
Primary: 505-6461234
1234 University Lane
Las Cruces, New Mexico 88001
Dona Ana
Type of Address to Insert: Select
Submit
[View Addresses and Phones]
RELEASE: 7.2

3. On the **Update Addresses and Phones-Update/Insert** page, in the corresponding fields, enter the **New Address** and enter the **New Telephone Number** information.


Update Addresses and Phones - Update/Insert
Required fields on address update or insert are Valid From This Date, Address Line 1, City, State or Province, and ZIP or Postal Code; all other fields are optional. If Nation is entered, only Address Line 1 and City are required. Wh en updating an address you do not need to change the Valid From This Date value.
Permanent/Home
Valid From This Date: MM/DD/YYYY 08/01/2005
Until This Date: MM/DD/YYYY
Address Line 1: 1234 University Lane
Address Line 2:
Address Line 3:
City: Las Cruces
State or Province: New Mexico
ZIP or Postal Code: 88001
County: Dona Ana
Nation: Not Applicable
Area Code: 505
Phone Number: 6461234 OR International Access Code and Phone Number:
Extension:
Unlisted in Web Directory:
Delete this Address:
Phone Type
Area Code
Phone Number
Ext.
International Access Code and Phone Number
Unlisted
Delete
Select
Submit
Reset
Select a Different Address to Update
[View Addresses and Phones]

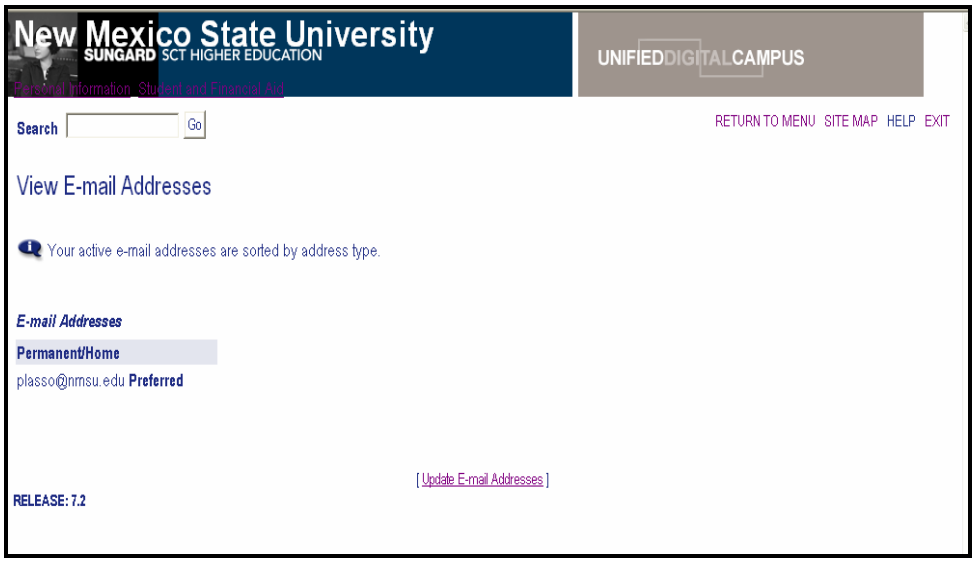
4. Click **Submit**.
   The **Update Addresses and Phones-Select Address** page appears, including the current information changes.

Viewing and Updating E-mail Address Information

To view **E-mail Addresses**, perform these steps:

Instructions

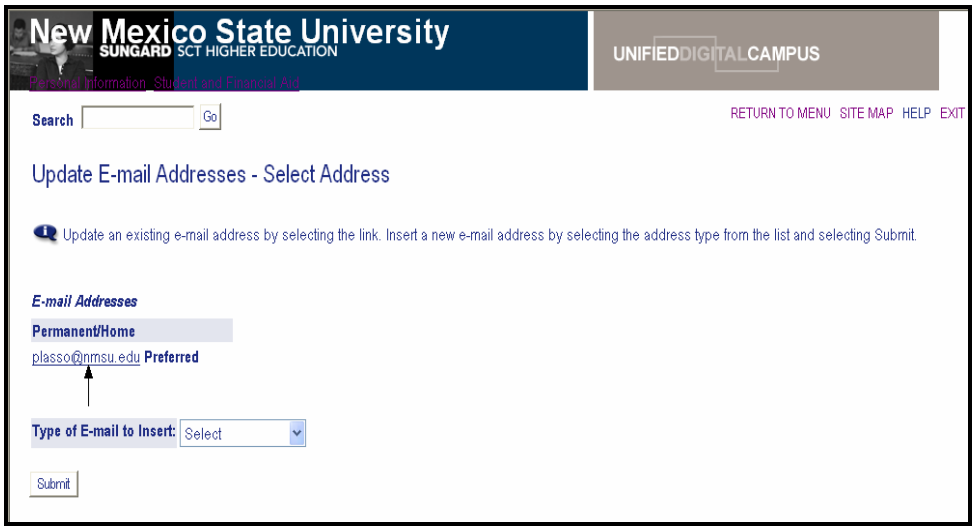
1. On the **Personal Information Menu**, click **View E-mail Address**.
   The **View E-mail Addresses** page appears.



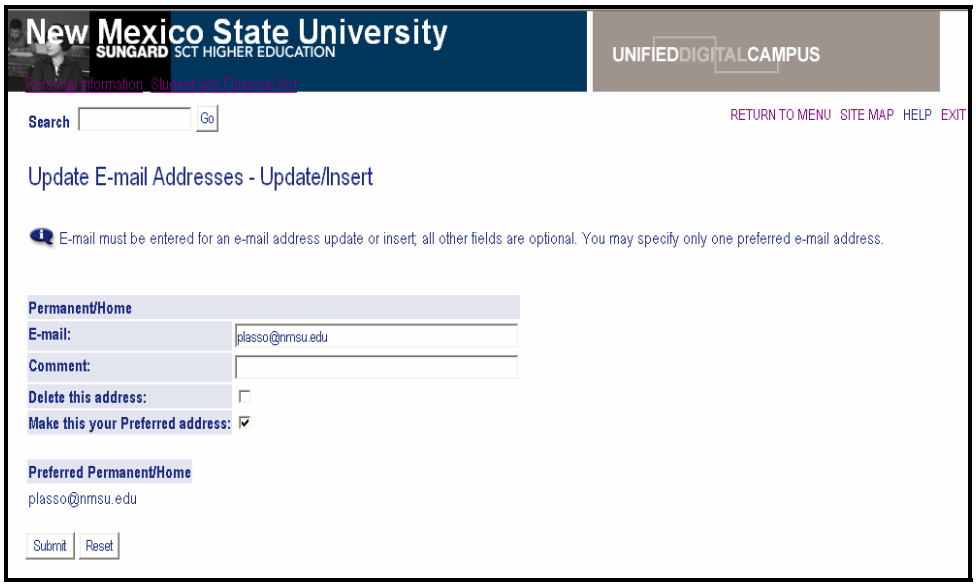
To **Update E-mail Addresses**, perform these steps:

Instructions

1. On the **View E-mail Addresses** page, click the **Update E-mail Addresses** link at the bottom of the page.
   The **Update E-mail Addresses-Select Address** page appears.

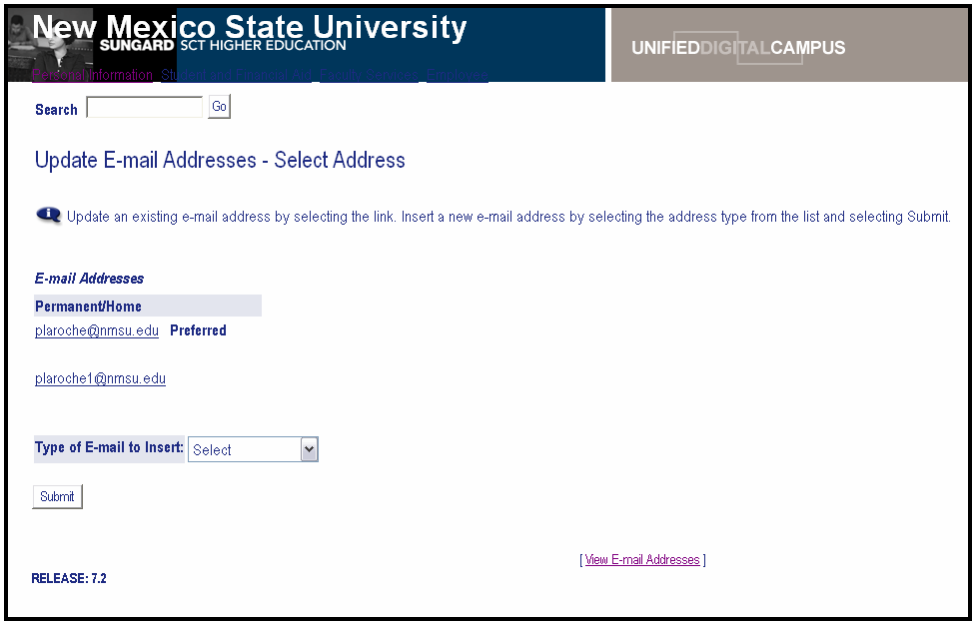

New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Personal Information Student and Financial Aid
Search
Go
RETURN TO MENU SITE MAP HELP EXIT
Update E-mail Addresses - Select Address
Update an existing e-mail address by selecting the link. Insert a new e-mail address by selecting the address type from the list and selecting Submit.
E-mail Addresses
Permanent/Home
plasso@nmsu.edu Preferred
Type of E-mail to Insert: Select
Submit

2. Click on the **E-mail Address** link.
   The **Update E-mail Addresses-Update/Insert** page appears.



3. On the **Update E-mail Addresses-Update/Insert** page, in the corresponding fields, enter the **New Address**.

4. Click **Submit**.
The **Update E-mail Addresses-Update/Insert** page appears, including the current information changes.


New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Personal Information Student and Financial Aid Faculty Services Employee
Search
Go
Update E-mail Addresses - Select Address
Update an existing e-mail address by selecting the link. Insert a new e-mail address by selecting the address type from the list and selecting Submit.
E-mail Addresses
Permanent/Home
plaroche@nmsu.edu Preferred
plaroche1@nmsu.edu
Type of E-mail to Insert: Select
Submit
[View E-mail Addresses]
RELEASE: 7.2

Working with Faculty/Advisors General Functions

All **Faculty/Advisors** personal and professional activities are conducted using the **Faculty & Advisors Menu**, which is accessed from the **Main Menu**.

The **Faculty & Advisors Menu** allows users to complete vital activities from entering and updating office hours, to viewing a detailed schedule of assigned classes, to viewing a detailed class list, to entering midterm and final grades, among other activities, during the semester and academic year.

This section describes how to:

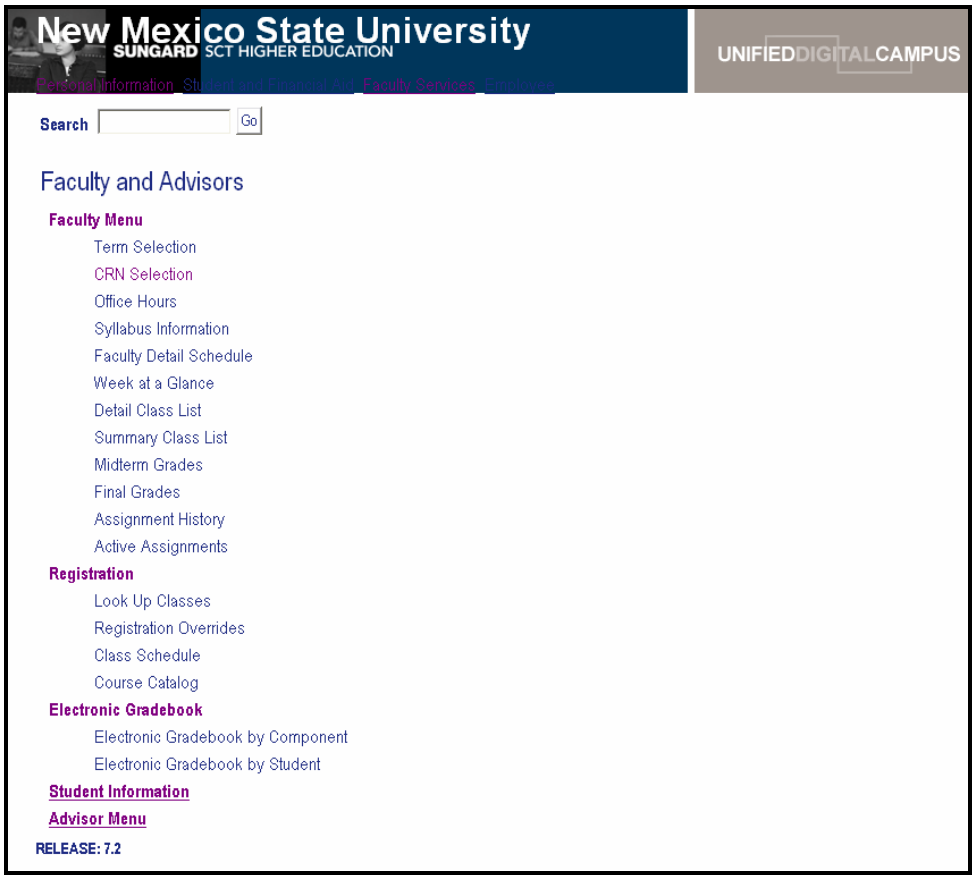
- Access the Faculty and Advisors Menu
- View and Update Office Hours
- View and Search the Course Catalog
- View and Search the Class Schedule
- View Faculty Detail Schedule
- View Week at a Glance
- View the Detailed Class List
- View the Summary Class List
- Enter Final Grades.

Accessing the Faculty and Advisors Menu

To access the **Faculty and Advisors Menu**, perform these steps:

Instructions

1. On the **Main Menu**, click **Faculty and Advisors**.
   The **Faculty and Advisors Menu** page appears.

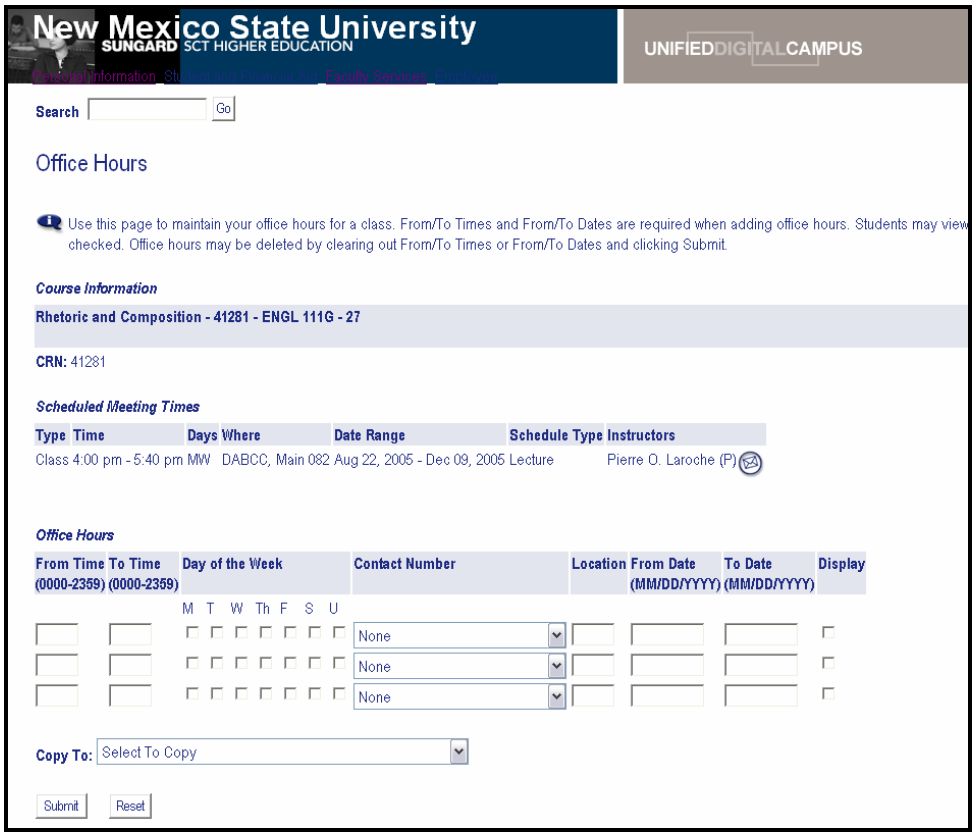


Viewing and Updating Office Hours

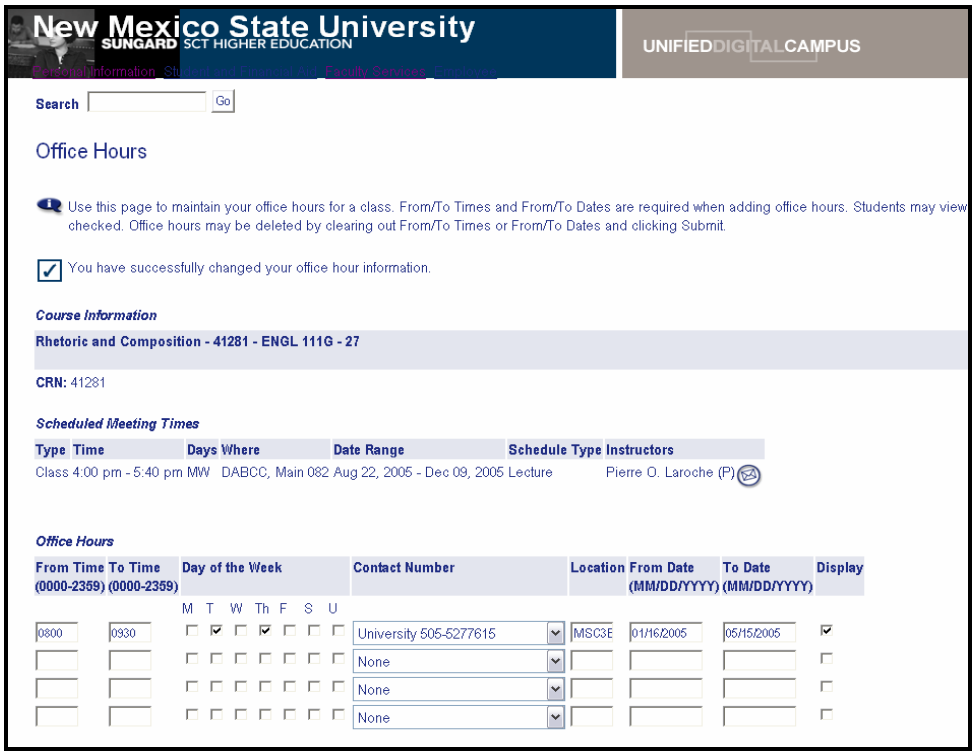
To **View or Update Office Hours** for an assigned course or courses, perform these steps:

Instructions

1. On the **Faculty and Advisors Menu**, click **Office Hours**.
   The **Office Hours** page appears.


New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Search
Go
Office Hours
Use this page to maintain your office hours for a class. From/To Times and From/To Dates are required when adding office hours. Students may view
checked. Office hours may be deleted by clearing out From/To Times or From/To Dates and clicking Submit.
Course Information
Rhetoric and Composition - 41281 - ENGL 111G - 27
CRN: 41281
Scheduled Meeting Times
Type Time Days Where Date Range Schedule Type Instructors
Class 4:00 pm - 5:40 pm MW DABCC, Main 082 Aug 22, 2005 - Dec 09, 2005 Lecture Pierre O. Laroche (P)
Office Hours
From Time (0000-2359) To Time (0000-2359) Day of the Week Contact Number Location From Date (MM/DD/YYYY) To Date (MM/DD/YYYY) Display
M T W Th F S U
None
None
None
Copy To:
Select To Copy
Submit
Reset

2. In the **From Time** and **To Time** fields, enter your office hours.
3. In the **Day of the Week** checkboxes, click the **Day of the Week** you plan to have office hours.
4. In the **Contact Number** drop-down list, select **None**, **Permanent/Home**, or **University** contact information.
5. In the **Location** field, enter your office **Campus Building Location**.
6. In the **From Date** and **To Date** fields, enter the dates your information will be active.
7. In the **Display** checkbox, click **Display** if you want to share your information.
8. In the **Copy To:** drop-down list, select the **Course Reference Number (CRN)** you want to have share this information.
9. Click **Submit**.
   The **Office Hours** page appears, indicating “You have successfully changed your office hour information.”


New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Search
Go
Office Hours
Use this page to maintain your office hours for a class. From/To Times and From/To Dates are required when adding office hours. Students may view
checked. Office hours may be deleted by clearing out From/To Times or From/To Dates and clicking Submit.
You have successfully changed your office hour information.
Course Information
Rhetoric and Composition - 41281 - ENGL 111G - 27
CRN: 41281
Scheduled Meeting Times
Type Time Days Where Date Range Schedule Type Instructors
Class 4:00 pm - 5:40 pm MW DABCC, Main 082 Aug 22, 2005 - Dec 09, 2005 Lecture Pierre O. Laroche (P)
Office Hours
From Time (0000-2359) To Time (0000-2359) Day of the Week M T W Th F S U Contact Number Location From Date (MM/DD/YYYY) To Date (MM/DD/YYYY) Display
0800 0930 University 505-5277615 MSC3E 01/16/2005 05/15/2005
None
None
None

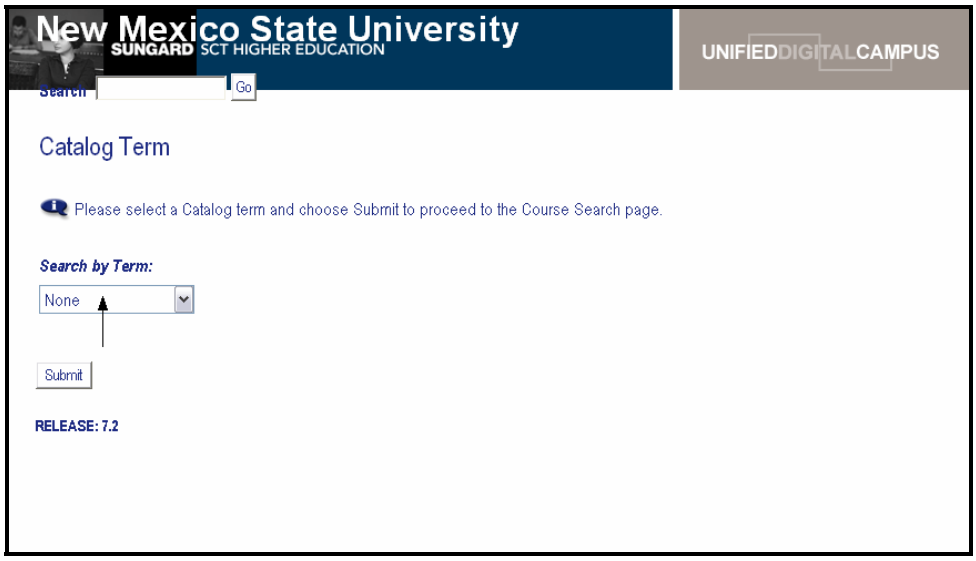
Viewing and Searching the Course Catalog

The Course Catalog is different than the Course Schedule in that the Catalog, as a general source guide, provides only course descriptions.

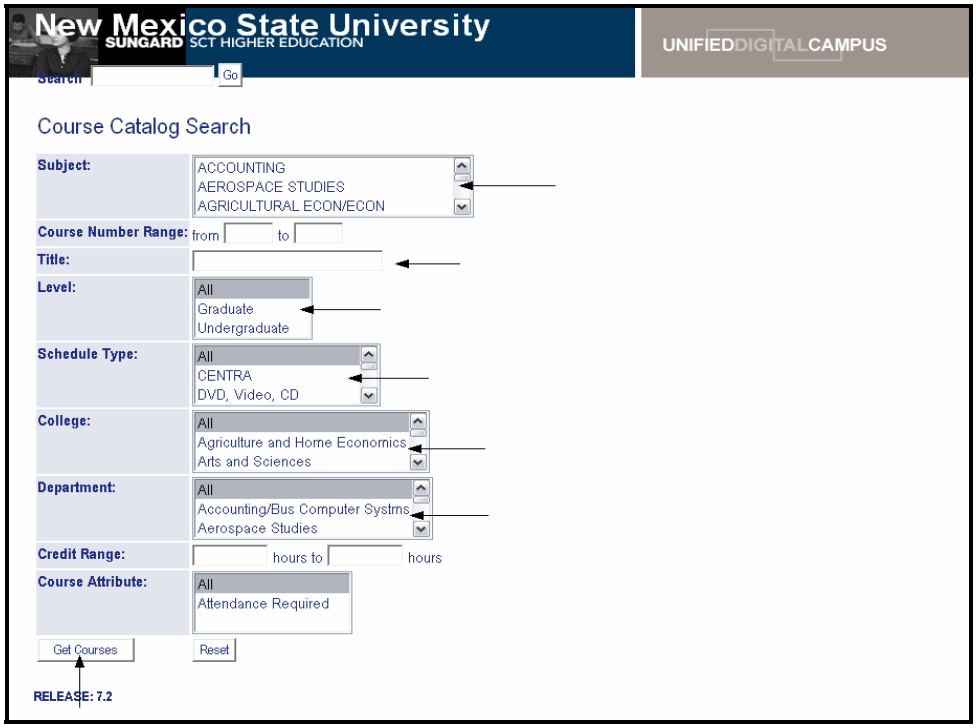
To **View and Search the Course Catalog**, perform these steps:

Instructions

1. On the **Faculty and Advisors Menu**, below the **Registration** heading, click **Course Catalog**.
   The **Catalog Term** page appears.

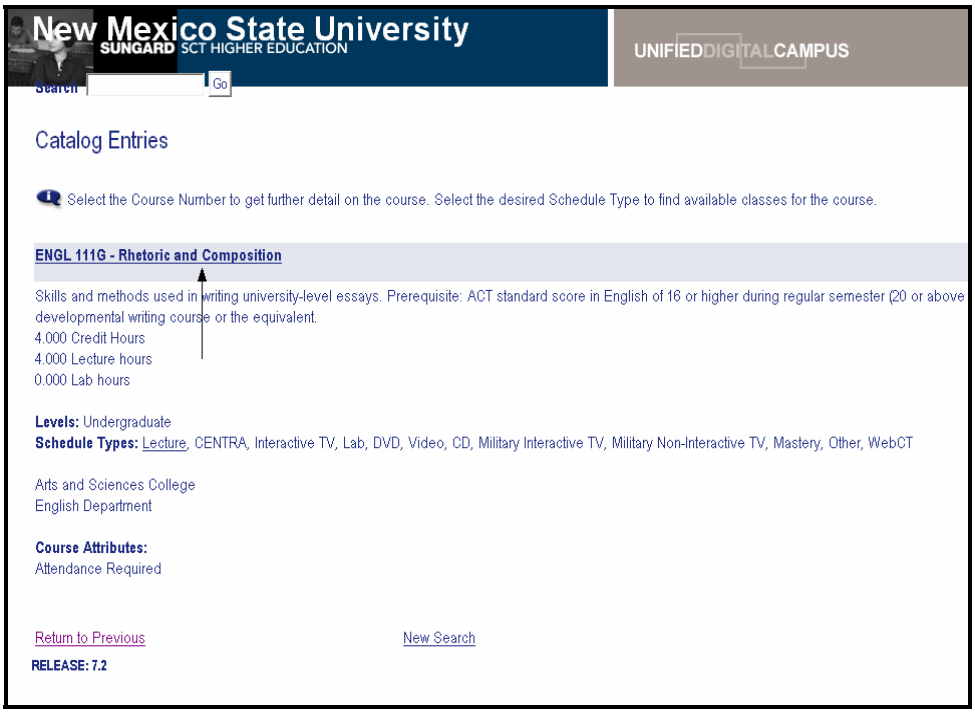


2. In the **Search by Term** drop-down list, select the desired term.
3. Click **Submit**.
   The **Course Catalog** page appears.

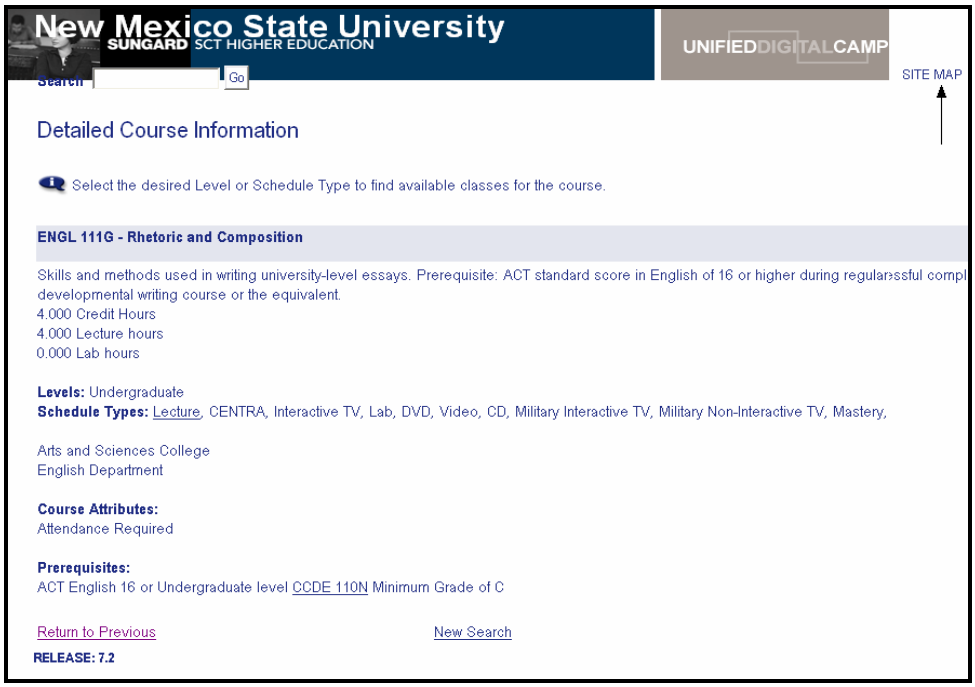


4. In the **Subject**, **Title**, **Level**, **Schedule Type**, **College**, and **Department** fields, select or enter the desired search information.

5. Click **Get Courses**.
   The **Catalog Entries** page appears.


New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Search
Go
Catalog Entries
Select the Course Number to get further detail on the course. Select the desired Schedule Type to find available classes for the course.
ENGL 111G - Rhetoric and Composition
Skills and methods used in writing university-level essays. Prerequisite: ACT standard score in English of 16 or higher during regular semester (20 or above developmental writing course or the equivalent.
4.000 Credit Hours
4.000 Lecture hours
0.000 Lab hours
Levels: Undergraduate
Schedule Types: Lecture, CENTRA, Interactive TV, Lab, DVD, Video, CD, Military Interactive TV, Military Non-Interactive TV, Mastery, Other, WebCT
Arts and Sciences College
English Department
Course Attributes:
Attendance Required
Return to Previous
New Search
RELEASE: 7.2

6. On the **Catalog Entries** page, click the **Course Entry** to view course details.
   The **Detailed Course Information** page appears.


New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMP
Search
Go
SITE MAP
Detailed Course Information
Select the desired Level or Schedule Type to find available classes for the course.
ENGL 111G - Rhetoric and Composition
Skills and methods used in writing university-level essays. Prerequisite: ACT standard score in English of 16 or higher during regularssful compl
developmental writing course or the equivalent.
4.000 Credit Hours
4.000 Lecture hours
0.000 Lab hours
Levels: Undergraduate
Schedule Types: Lecture, CENTRA, Interactive TV, Lab, DVD, Video, CD, Military Interactive TV, Military Non-Interactive TV, Mastery,
Arts and Sciences College
English Department
Course Attributes:
Attendance Required
Prerequisites:
ACT English 16 or Undergraduate level CCDE 110N Minimum Grade of C
Return to Previous
New Search
RELEASE: 7.2

7. After viewing course details, click **Site Map** in the upper right-hand corner of the screen to return to the **Faculty and Advisors Menu**.

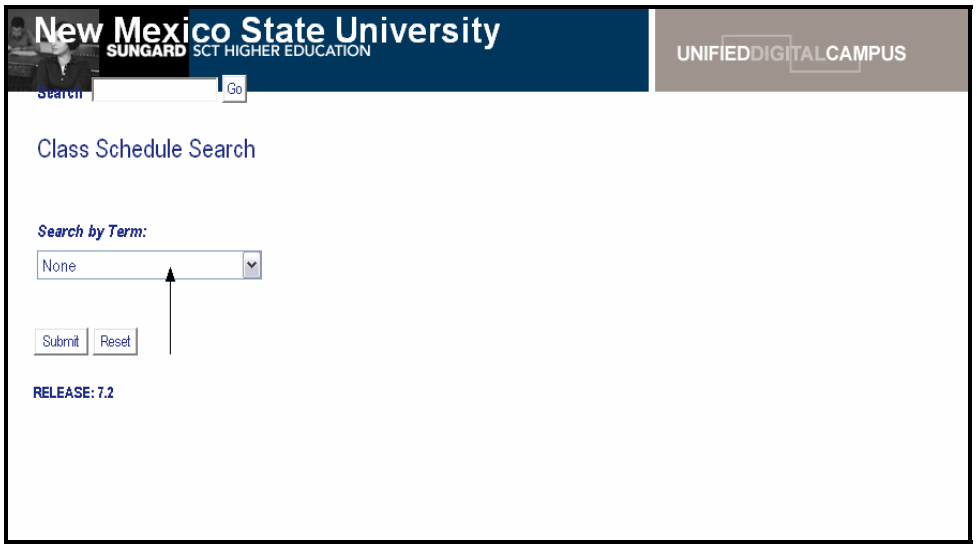
Viewing and Searching the Class Schedule

The Course Schedule is different than the Course Catalog in that the Schedule, as a semester course offering guide, provides information for courses offered.

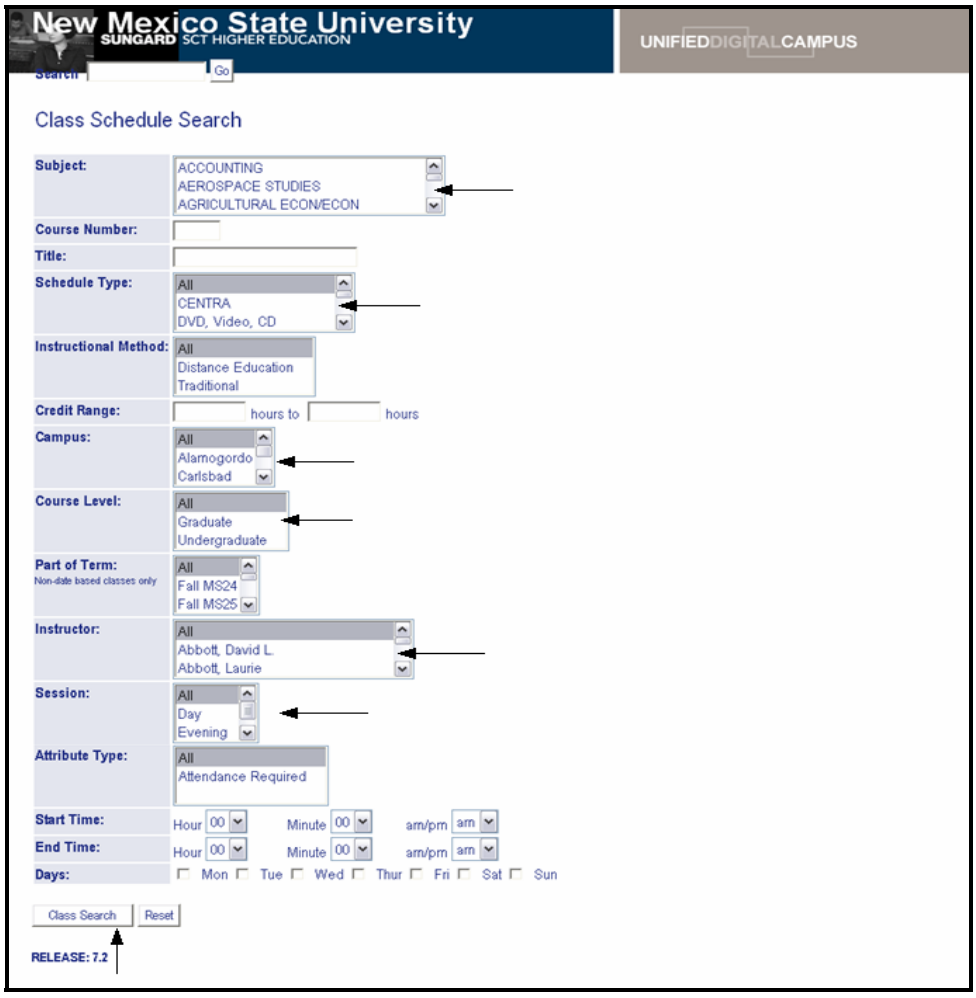
To **View and Search the Class Schedule**, perform these steps:

Instructions

1. On the **Faculty and Advisors Menu**, below the **Registration** heading, click **Class Schedule**.
   The **Class Schedule Search** page appears.

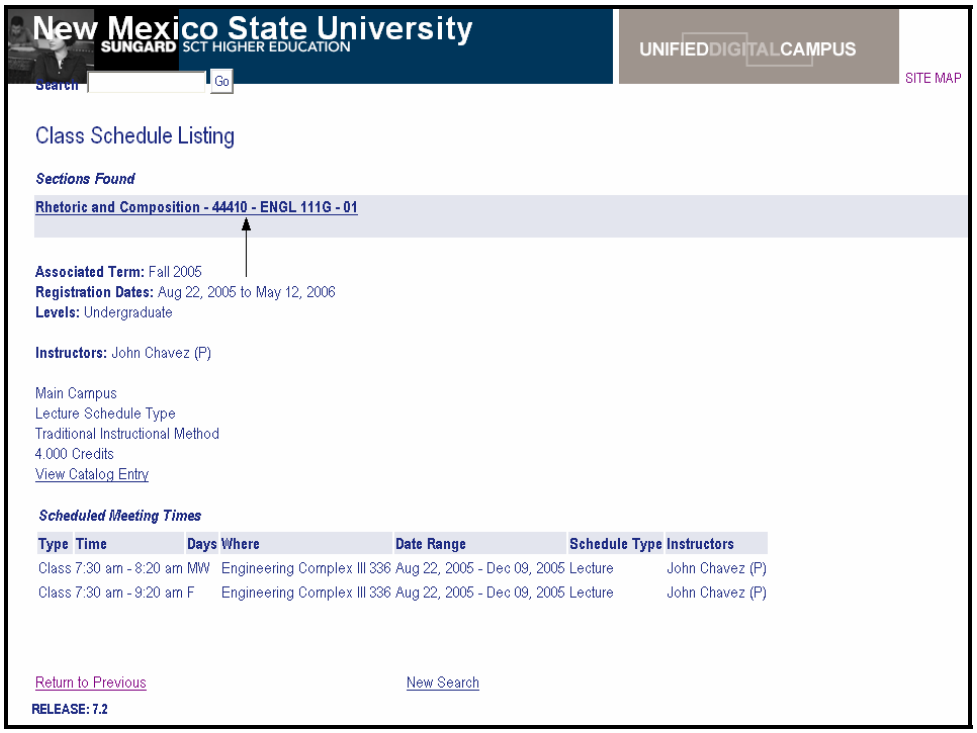


2. In the **Search by Term** drop-down list, select the desired term.
3. Click **Submit**.
   The **Class Schedule Search** page appears.

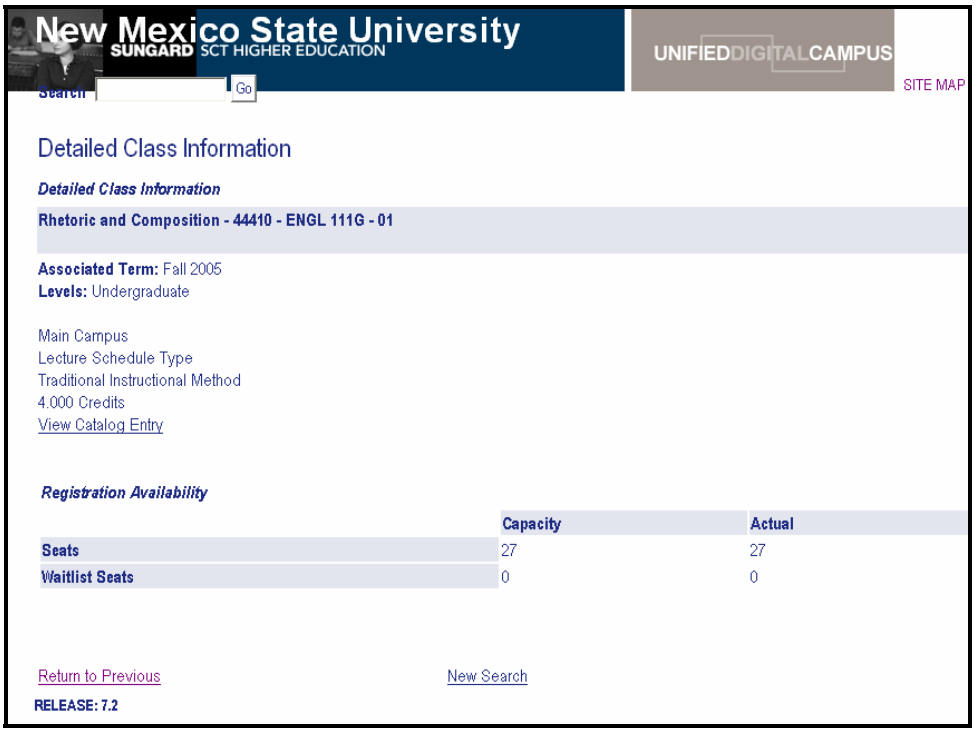


4. In the **Subject**, **Course Number**, **Title**, **Campus**, **Course Level**, or **Instructor** fields, select or enter the desired search information.

5. Click **Class Search**.
   The **Class Schedule Listing** page appears.


New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Search
Go
SITE MAP
Class Schedule Listing
Sections Found
Rhetoric and Composition - 44410 - ENGL 111G - 01
Associated Term: Fall 2005
Registration Dates: Aug 22, 2005 to May 12, 2006
Levels: Undergraduate
Instructors: John Chavez (P)
Main Campus
Lecture Schedule Type
Traditional Instructional Method
4.000 Credits
View Catalog Entry
Scheduled Meeting Times
Type Time Days Where Date Range Schedule Type Instructors
Class 7:30 am - 8:20 am MW Engineering Complex III 336 Aug 22, 2005 - Dec 09, 2005 Lecture John Chavez (P)
Class 7:30 am - 9:20 am F Engineering Complex III 336 Aug 22, 2005 - Dec 09, 2005 Lecture John Chavez (P)
Return to Previous
New Search
RELEASE: 7.2

6. On the **Class Schedule Listing** page, click the **Section Found** to view class details. The **Detailed Class Information** page appears.



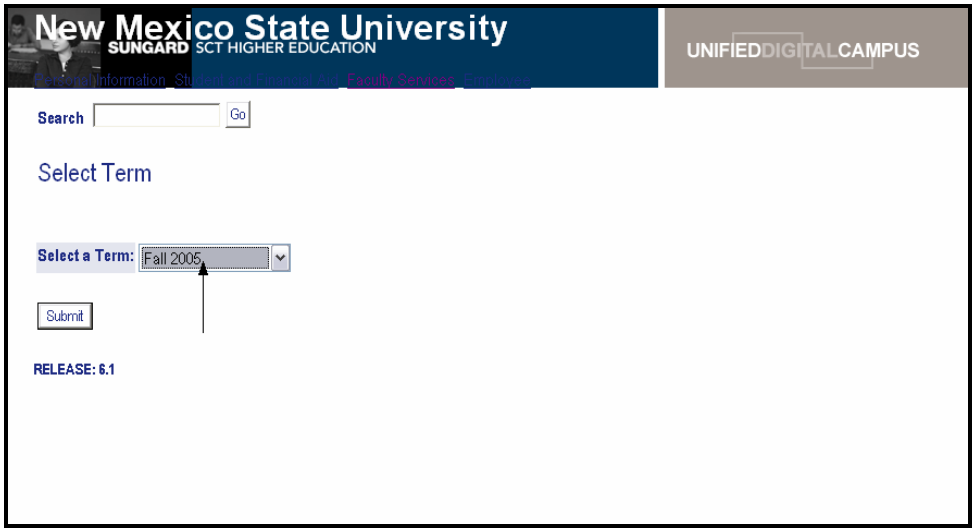
7. After viewing class details, click **Site Map** in the upper right-hand corner of the screen to return to the **Faculty and Advisors Menu**.

Viewing Faculty Detail Schedule

To **View the Faculty Detail Schedule**, perform these steps:

Instructions

1. On the **Faculty and Advisors Menu**, click **Faculty Detail Schedule**.
   The **Select Term** page appears.



2. In the **Select a Term** drop-down list, select the desired term.
3. Click **Submit**.
   The **Faculty Detail Schedule** page appears.

New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Personal Information Student and Financial Aid Faculty Services Employee
Search Go
Faculty Detail Schedule
Rhetoric and Composition - 41281 - ENGL 111G - 27
Status: Active
Available for Registration: Aug 22, 2005 - May 12, 2006
College: Arts and Sciences
Department: English
Part of Term: 1
Course Credits: 4.000
Course Levels: Undergraduate, Undergraduate, Undergraduate, Undergraduate
Campus: Dona Ana
Override: Yes
Syllabus: Add
Rosters: Classlist
Office Hours: Maintain
Enrollment Counts
Maximum Actual Remaining
Enrollment: 10 19 -9
Cross List: 0 0 0
Scheduled Meeting Times
Type Time Days Where Date Range Schedule Type Instructors
Class 4:00 pm - 5:40 pm MW DABCC, Main 082 Aug 22, 2005 - Dec 09, 2005 Lecture Pierre O. Laroche (P)

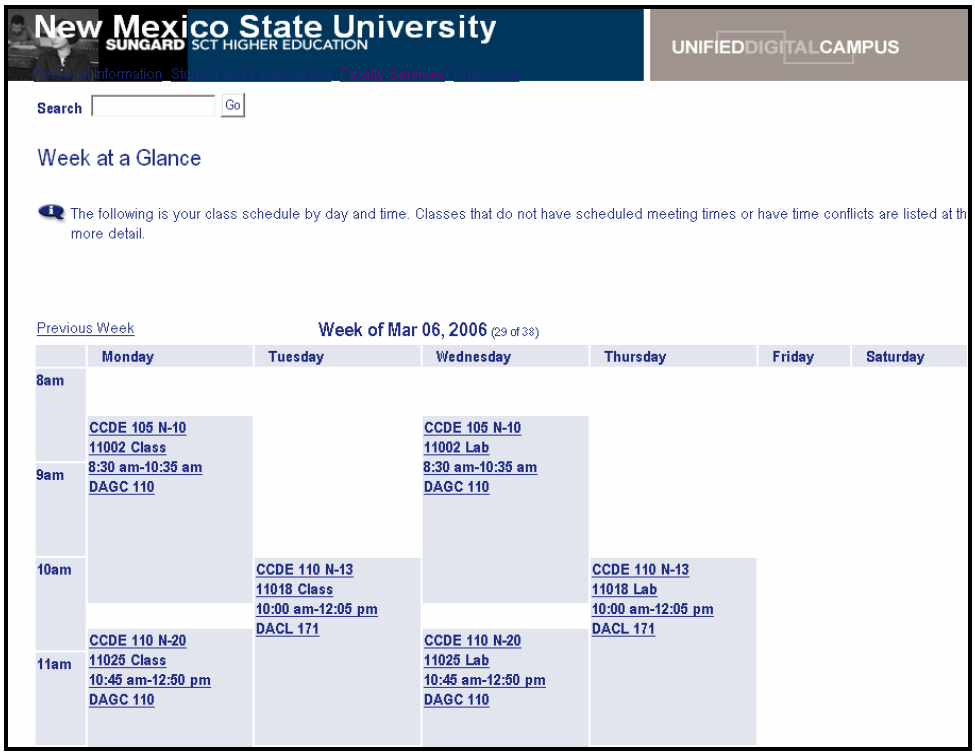
4. After **Viewing the Faculty Detail Schedule** page, click **Return to Menu** in the upper right-hand corner of the screen to return to the **Faculty and Advisors Menu**.

Viewing Week at a Glance

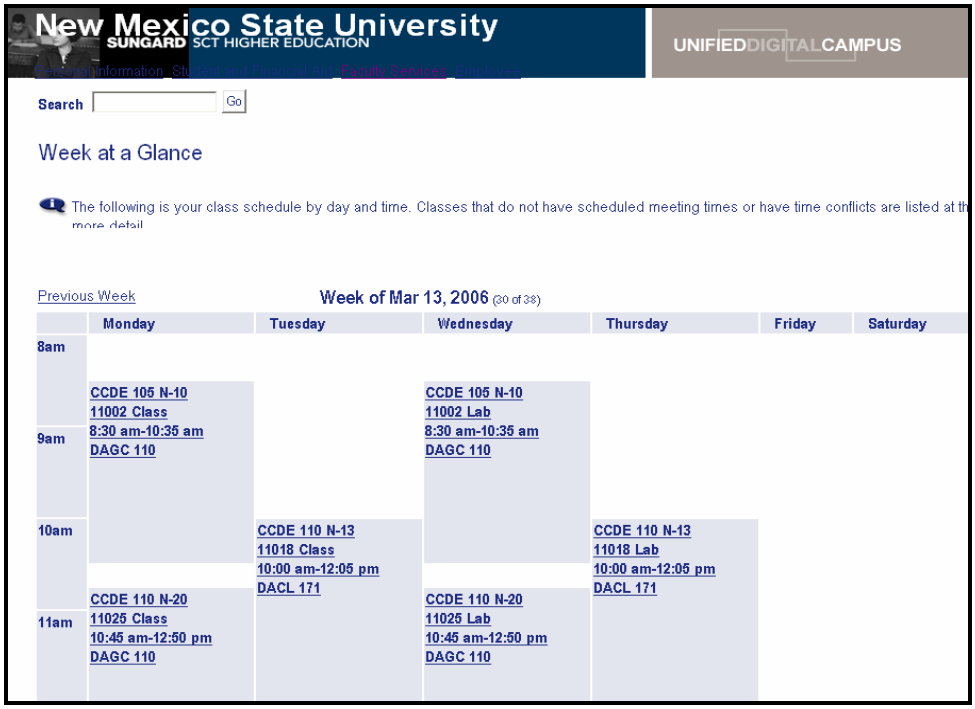
To **View Week at a Glance**, perform these steps:

Instructions

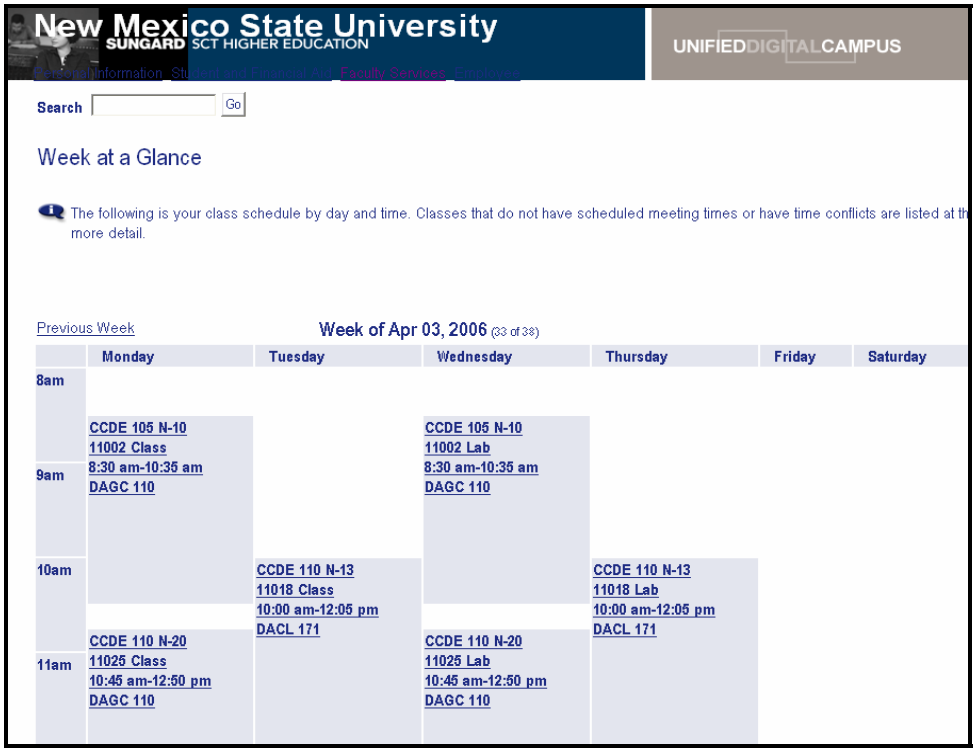
1. On the **Faculty and Advisors Menu**, click **Week at a Glance**.
   The **Week at a Glance** page appears.



2. To view the **Previous Week** or **Next Week** of a semester, click **Previous Week** or **Next Week**.
   The **Week at a Glance** page appears.



3. To view a **Specific Week** in a semester, complete the **Go to (MM/DD/YYYY)** field. The **Week a Glance** page appears.



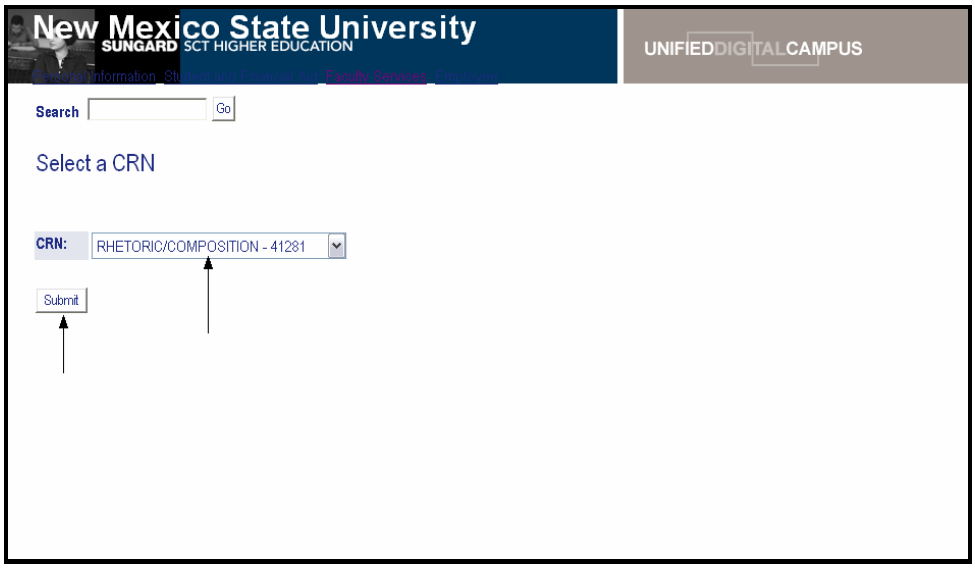
4. After **Viewing the Week at a Glance** page, click **Return to Menu** in the upper right-hand corner of the screen to return to the **Faculty and Advisors Menu**.

Viewing the Detailed Class List

To **View the Detailed Class List**, perform these steps:

Instructions

1. On the **Faculty and Advisors Menu**, click **Detail Class List**. The **Select a CRN** page appears.



2. In the **CRN** drop-down list, select the desired **CRN**.
3. Click **Submit**.
   The **Detail Class List** page appears.

New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Search
Go
Detail Class List
An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.
If the word Confidential appears next to a student's name, the personal information is to be kept confidential.
Course Information
Rhetoric and Composition - ENGL 111G 27
CRN: 41281
Duration: Aug 22, 2005 - Dec 09, 2005
Status: Active
Enrollment Counts
Maximum Actual Remaining
Enrollment: 10 19 -9
Cross List: 0 0 0
Detail Class List
Record Number
Student Name
ID
Registration Status
Registration Number
1 Apodaca, Anthony J. 800014622 Registered 10
Current Program
Bachelor of Accountancy
Level: Undergraduate
College: Business Admin and Economics
Campus: Dona Ana

4. After viewing the **Detail Class List** page, click **Return to Menu** in the upper right-hand corner of the screen to return to the **Faculty and Advisors Menu**.

Viewing the Summary Class List

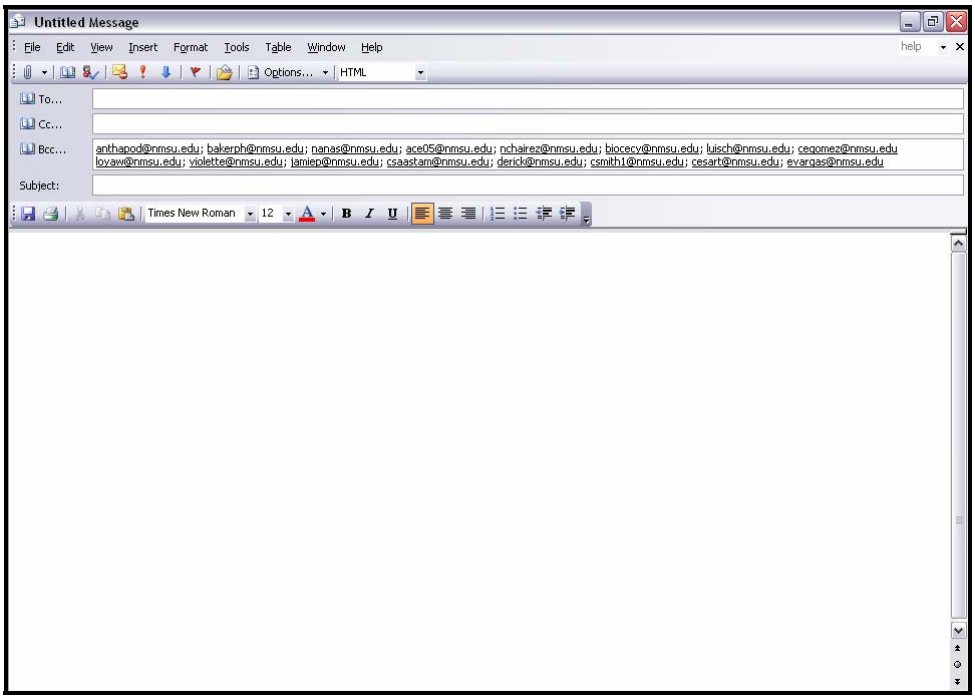
To **View the Summary Class List**, perform these steps:

Instructions

1. On the **Faculty and Advisors Menu**, click **Summary Class List**.
The **Summary Class List** page appears.

New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Search
Go
Summary Class List
An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/
student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.
If the word Confidential appears next to a student's name, the personal information is to be kept confidential.
Course Information
Rhetoric and Composition - ENGL 111G 27
CRN: 41281
Duration: Aug 22, 2005 - Dec 09, 2005
Status: Active
Enrollment Counts
Maximum Actual Remaining
Enrollment: 10 19 -9
Cross List: 0 0 0
Summary Class List
Record Number | Student Name | ID | Reg Status | Level | Credits | Midterm
1 | Apodaca, Anthony J. | 800014622 | Registered | Undergraduate | 4.000 | Enter
2 | Baker, Zachary E. | 800033396 | Registered | Undergraduate | 4.000 | Enter
3 | Benavidez, Stephan R. | 800053979 | Withdraw from Course | Undergraduate | 4.000 | Enter
4 | Casanova, Anthony A. | 800094666 | Registered | Undergraduate | 4.000 | Enter
5 | Chairez-Uriarte, Norma A. | 800094661 | Registered | Undergraduate | 4.000 | Enter
6 | Chavez, Cecilia M. | 800107219 | Registered | Undergraduate | 4.000 | Enter
7 | Chavez, Luis | 800096414 | Registered | Undergraduate | 4.000 | Enter
8 | Gomez, Cecilia | 800017273 | Registered | Undergraduate | 4.000 | Enter
9 | Gonzalez, Robert E. | 800039653 | Withdraw from Institution | Undergraduate | 4.000 | Enter
10 | Gutierrez, Luis C. | 800034469 | Registered | Undergraduate | 4.000 | Enter
11 | Kahana, Leslie S. | 800089909 | Registered | Undergraduate | 4.000 | Enter
Email class

2. To **Send an E-mail** to the listed class, click **E-mail Class** at the bottom of the page.
The default **E-mail Interface** used on your computer appears.



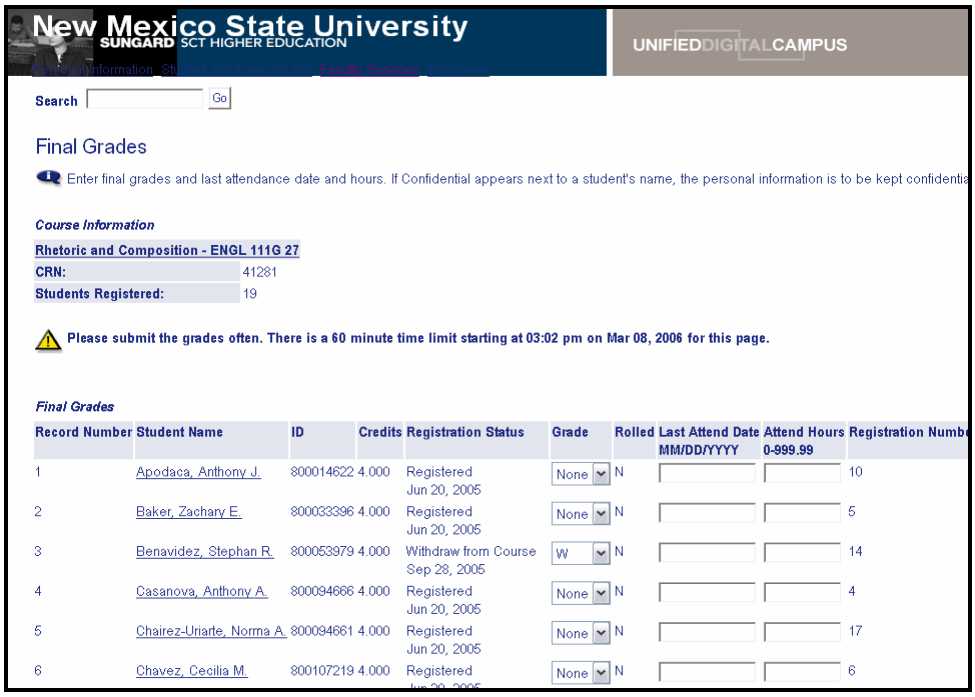
3. After your E-mail is drafted, click **Send (or the specified command used by your e-mail interface)**.
   The e-mail is sent to your class.
4. After viewing the **Summary Class List** page, click **Return to Menu** in the upper right-hand corner of the screen to return to the **Faculty and Advisors Menu**.

Entering Final Grades

To **Enter Final Grades**, perform these steps:

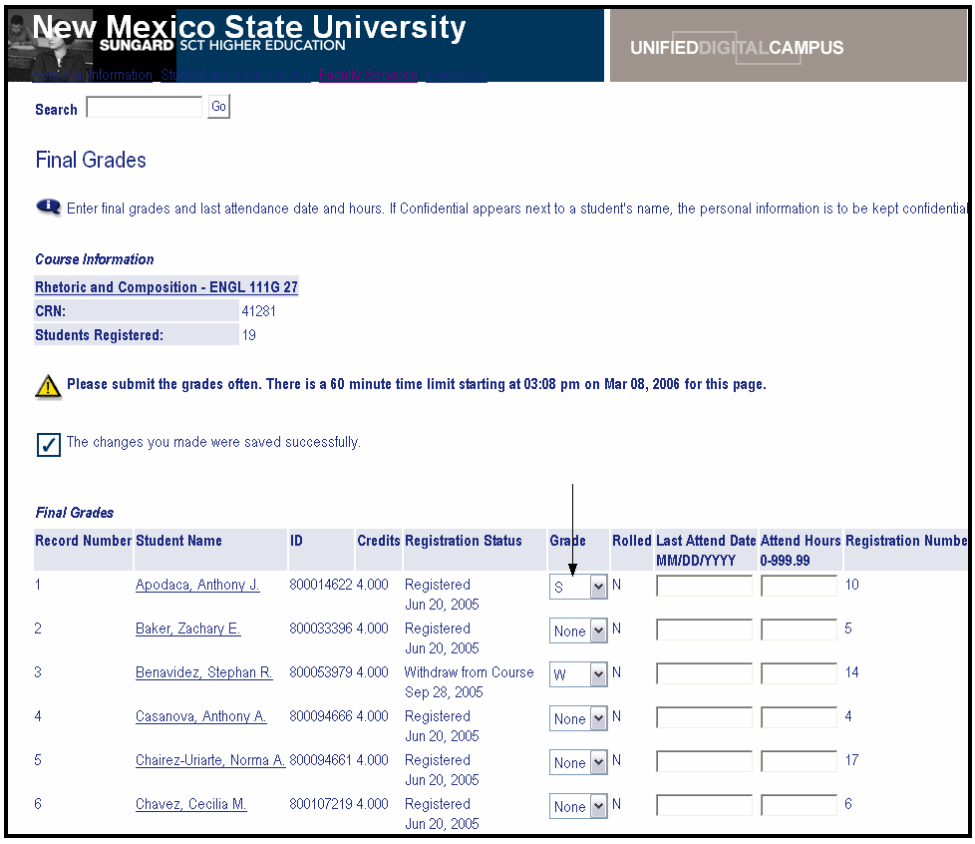
Instructions

1. On the **Faculty and Advisors Menu**, click **Final Grades**.
   The **Final Grades** page appears.


New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Search
Go
Final Grades
Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidentia
Course Information
Rhetoric and Composition - ENGL 111G 27
CRN: 41281
Students Registered: 19
Please submit the grades often. There is a 60 minute time limit starting at 03:02 pm on Mar 08, 2006 for this page.
Final Grades
Record Number Student Name ID Credits Registration Status Grade Rolled Last Attend Date MM/DD/YYYY Attend Hours 0-999.99 Registration Numb
1 Apodaca, Anthony J. 800014622 4.000 Registered Jun 20, 2005 None N 10
2 Baker, Zachary E. 800033396 4.000 Registered Jun 20, 2005 None N 5
3 Benavidez, Stephan R. 800053979 4.000 Withdraw from Course Sep 28, 2005 W N 14
4 Casanova, Anthony A. 800094666 4.000 Registered Jun 20, 2005 None N 4
5 Chairez-Uriarte, Norma A. 800094661 4.000 Registered Jun 20, 2005 None N 17
6 Chavez, Cecilia M. 800107219 4.000 Registered None N 6

2. In the **Grade** drop-down list, based on the corresponding **Record Number** and **Student Name** (e.g., Record 1 = Anthony J. Apodaca), select **S** or **U** to indicate the student's performance.

3. Click **Submit**.
   The **Final Grades** page appears, notifying you that "The changes you made were saved successfully."


New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Personal Information Student and Financial Aid Faculty Services Employee
Search Go
Final Grades
Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential
Course Information
Rhetoric and Composition - ENGL 111G 27
CRN: 41281
Students Registered: 19
Please submit the grades often. There is a 60 minute time limit starting at 03:08 pm on Mar 08, 2006 for this page.
The changes you made were saved successfully.
Final Grades
Record Number Student Name ID Credits Registration Status Grade Rolled Last Attend Date MM/DD/YYYY Attend Hours 0-999.99 Registration Numbe
1 Apodaca, Anthony J. 800014622 4.000 Registered Jun 20, 2005 S N 10
2 Baker, Zachary E. 800033396 4.000 Registered Jun 20, 2005 None N 5
3 Benavidez, Stephan R. 800053979 4.000 Withdraw from Course Sep 28, 2005 W N 14
4 Casanova, Anthony A. 800094666 4.000 Registered Jun 20, 2005 None N 4
5 Chairez-Uriarte, Norma A. 800094661 4.000 Registered Jun 20, 2005 None N 17
6 Chavez, Cecilia M. 800107219 4.000 Registered Jun 20, 2005 None N 6

Under the Course Information heading a warning symbol appears to let Faculty and Advisors Self-Service users know that a 60 minute time limit is set for the Final Grades page. If grade changes are not made and successfully saved during with this 60 minute limit, changes will not take effect.

4. After you are finished **Entering Grades**, click **Return to Menu** in the upper right-hand corner of the screen to return to the **Faculty and Advisors Menu**.

Working with Advisors Administrative Functions

All the **Advisors Administrative Functions** activities are conducted using the **Registration Menu, Advisor Menu,** or the **Student Information Link**, found on the **Faculty & Advisors Menu**.

The **Registration Menu, Advisor Menu**, and the **Student Information Link** allows users to complete vital activities from looking up classes for students, to working with registration overrides, to viewing individual student information, to viewing advisee listings, to viewing advisee student account holds, and viewing advisee test scores during a semester or academic year.

This section describes how to:

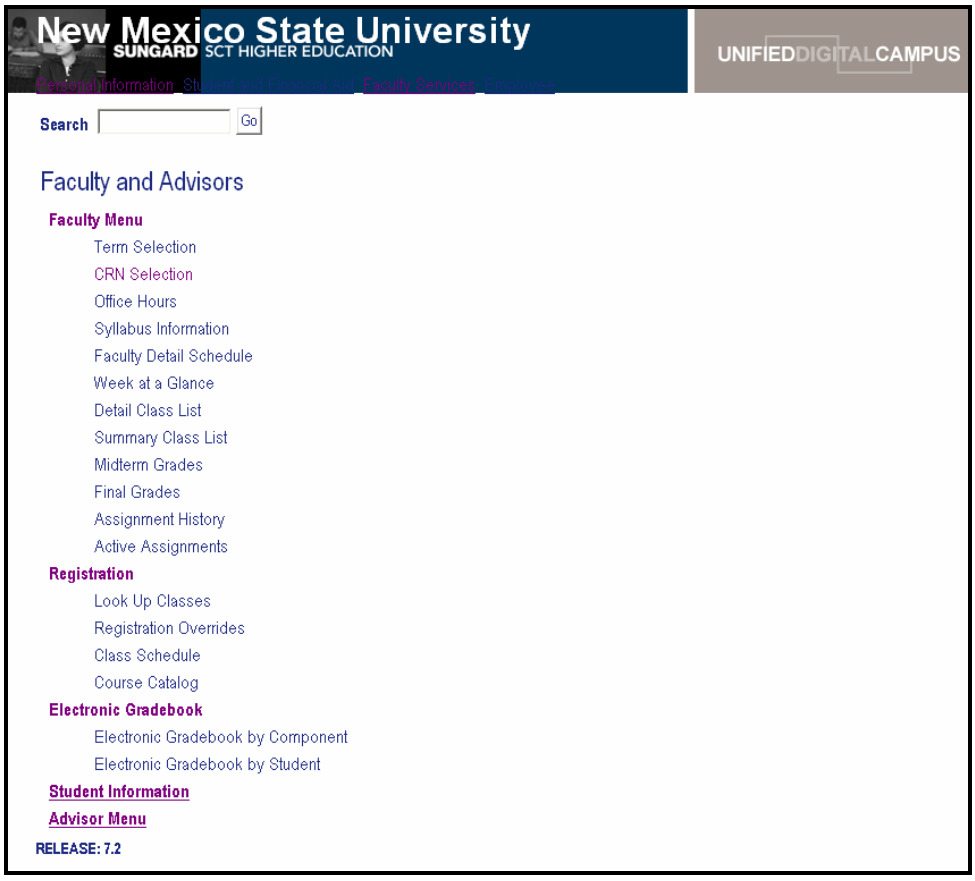
- Access the Faculty & Advisors menu
- Look Up Classes
- Work with Registration Overrides
- View Student Information
- View Advisee Listings
- View an Advisee's Holds
- View an Advisee's Test Scores
- View an Advisee's Transcripts.

Accessing the Faculty and Advisors Menu

To access the **Faculty & Advisors Menu**, perform these steps:

Instructions

1. On the **Main Menu**, click **Faculty and Advisors**.
   The **Faculty and Advisors Menu** page appears.



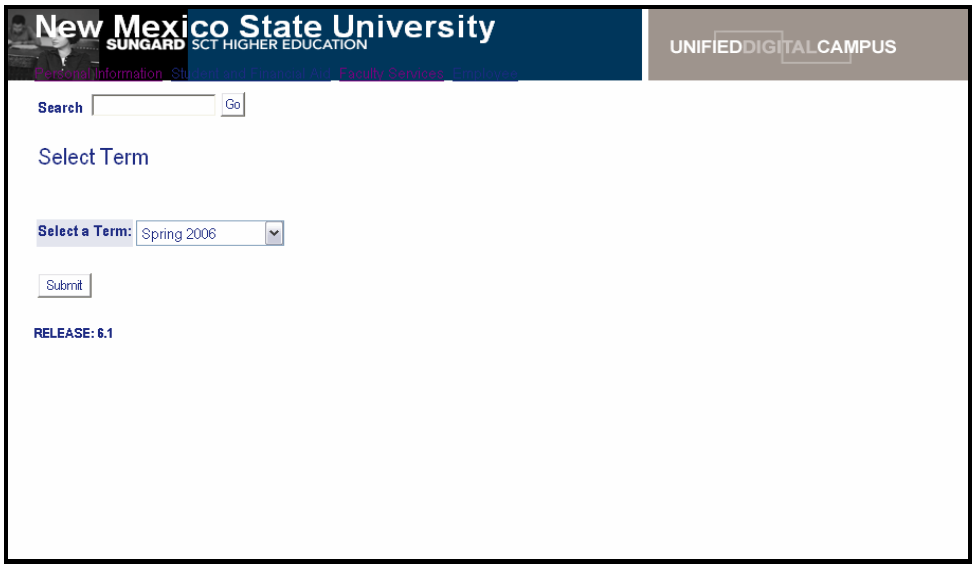
A student must be present and provide his or her PIN before an advisor can look up classes or access other advisee information.

Looking Up Classes

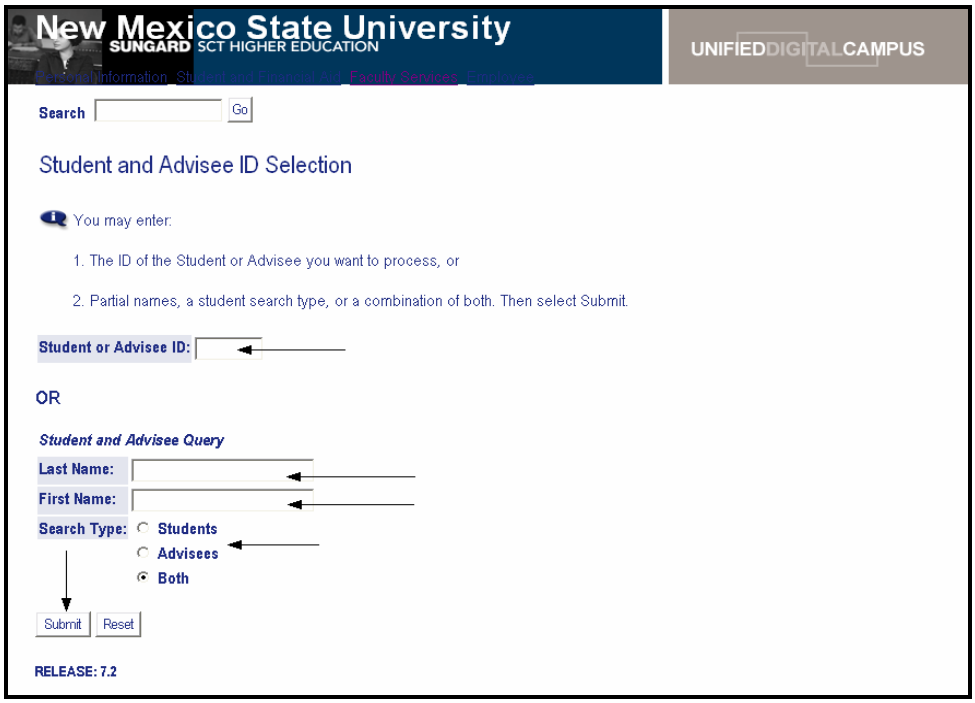
To **Look Up a Class**, perform these steps:

Instructions

1. On the **Faculty and Advisors Menu**, below the **Registration** heading, click **Look Up Classes**.
   The **Select Term** page appears.



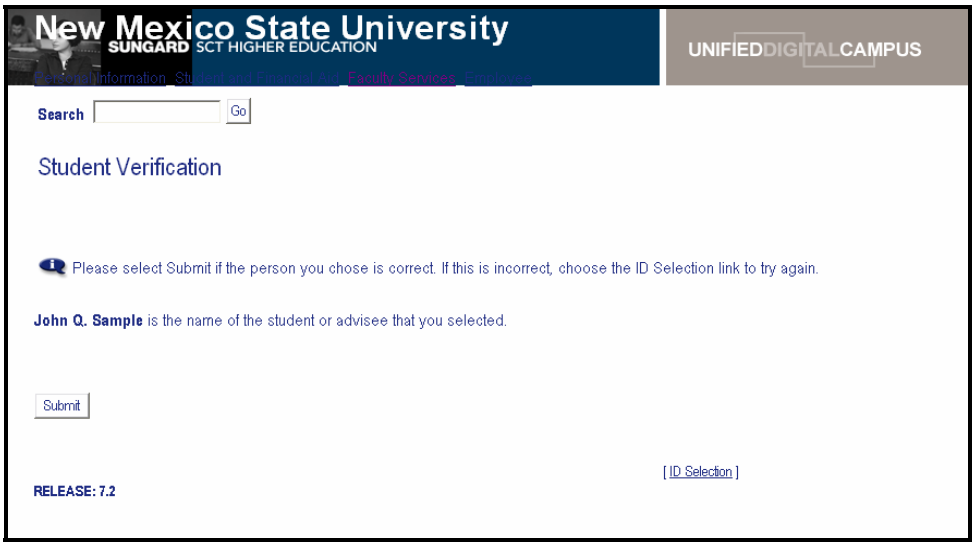
2. In the **Select a Term** drop-down list, select the desired term.
3. Click **Submit**.
   The **Student and Advisee ID Selection** page appears.



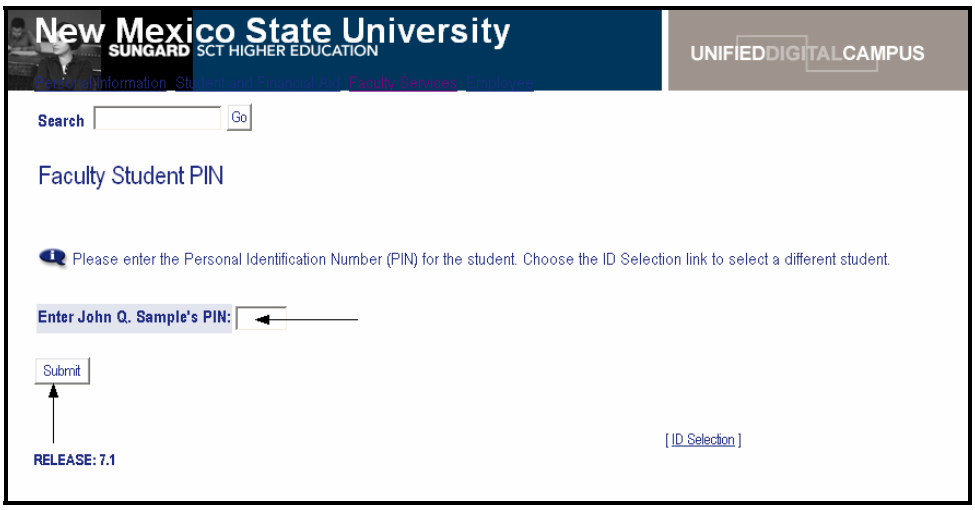
4. In the **Student or Advisee ID** field, or in the **Last Name**/**First Name** fields, and **Search Type** option buttons, enter the desired information.

In the Student/Advisee ID and Last Name/First Name fields, users can enter part of an advisee's name followed by a "%" to search by "wild card." Using a wild card search allows advisors to look up an advisee's information without spelling out or knowing how to spell out an advisee's full name.

5. Click **Submit**.
   The **Student Verification** page appears.

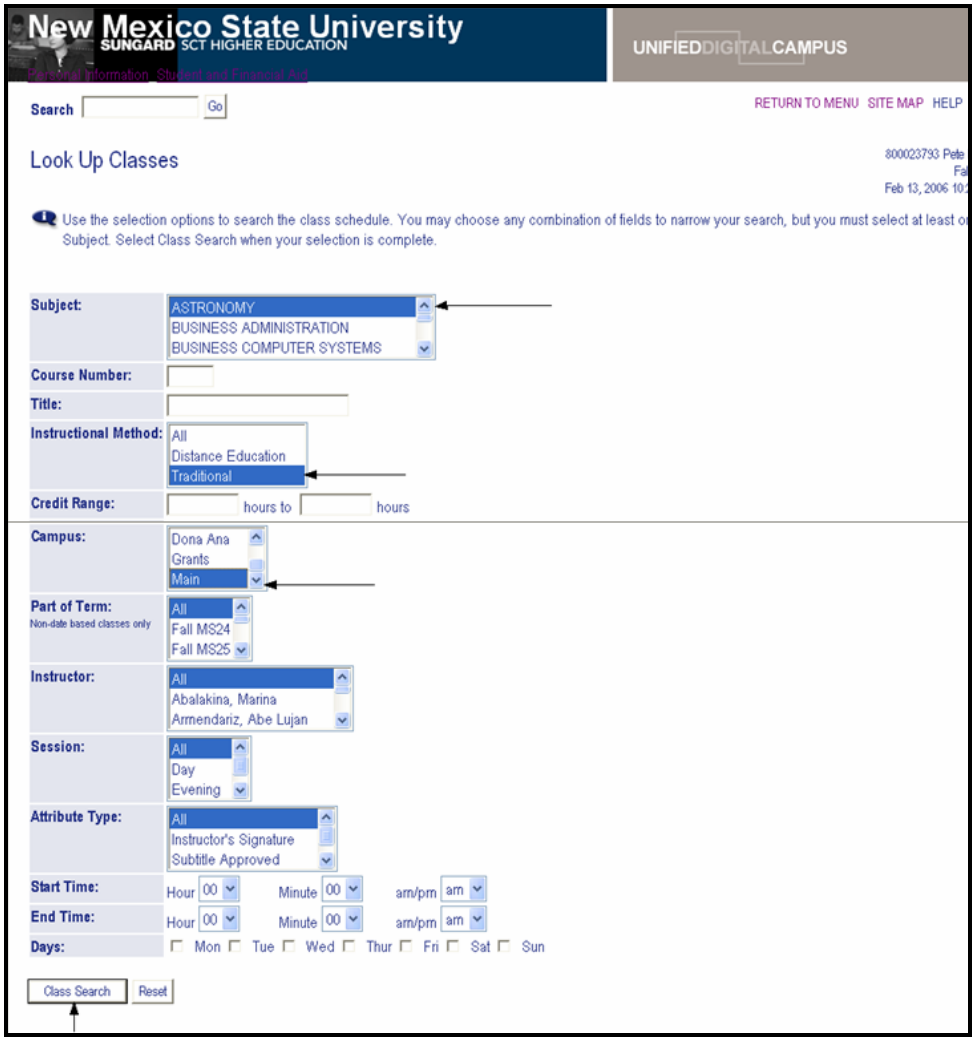

New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Search
Go
Student Verification
Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.
John Q. Sample is the name of the student or advisee that you selected.
Submit
[ID Selection]
RELEASE: 7.2

6. Click **Submit**.
   The **Faculty Student PIN** page appears.


New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Search
Go
Faculty Student PIN
Please enter the Personal Identification Number (PIN) for the student. Choose the ID Selection link to select a different student.
Enter John Q. Sample's PIN:
Submit
[ID Selection]
RELEASE: 7.1

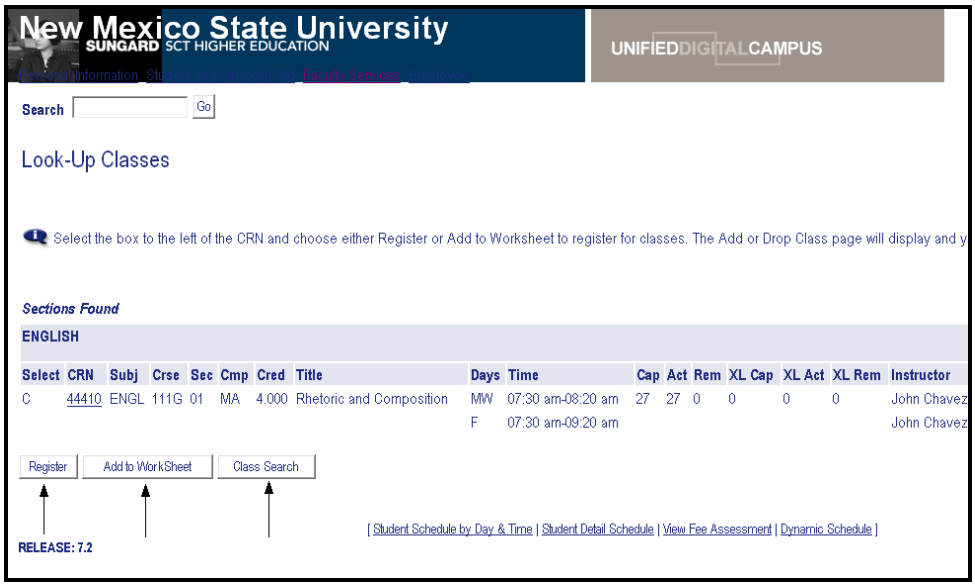
7. In the **Enter Student's PIN** field **(e.g., John Q. Sample)**, have the student enter his or her **PIN**.

8. Click **Submit**.
   The **Look Up Classes** page appears.



9. In the **Subject**, **Course Number**, **Campus**, and **Instructor** fields, select or enter the desired search information.

10. Click **Class Search**.
    The **Look Up Classes** page appears, including the searched sections.

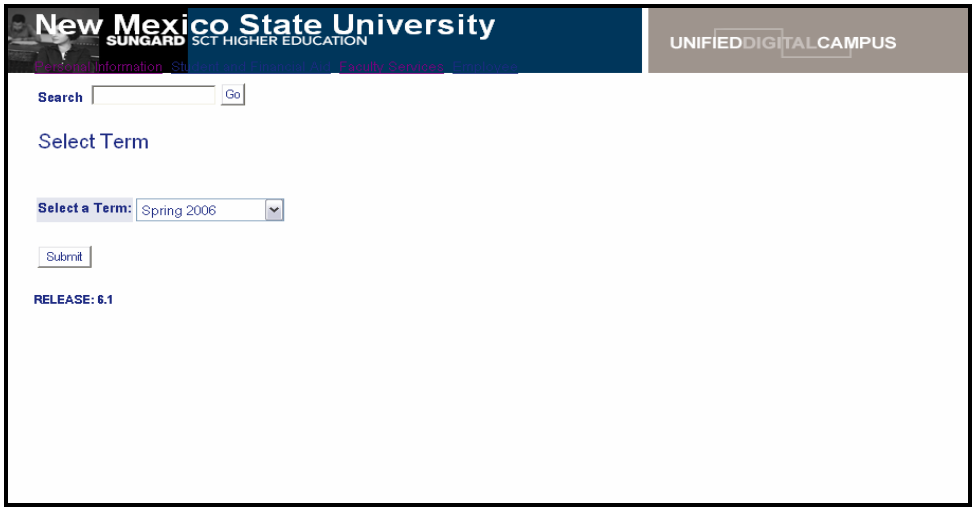

New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Search
Go
Look-Up Classes
Select the box to the left of the CRN and choose either Register or Add to Worksheet to register for classes. The Add or Drop Class page will display and y
Sections Found
ENGLISH
Select CRN Subj Crse Sec Cmp Cred Title Days Time Cap Act Rem XL Cap XL Act XL Rem Instructor
C 44410 ENGL 111G 01 MA 4.000 Rhetoric and Composition MW 07:30 am-08:20 am 27 27 0 0 0 0 John Chavez
F 07:30 am-09:20 am John Chavez
Register
Add to WorkSheet
Class Search
[Student Schedule by Day & Time | Student Detail Schedule | View Fee Assessment | Dynamic Schedule]
RELEASE: 7.2

Working with Registration Overrides

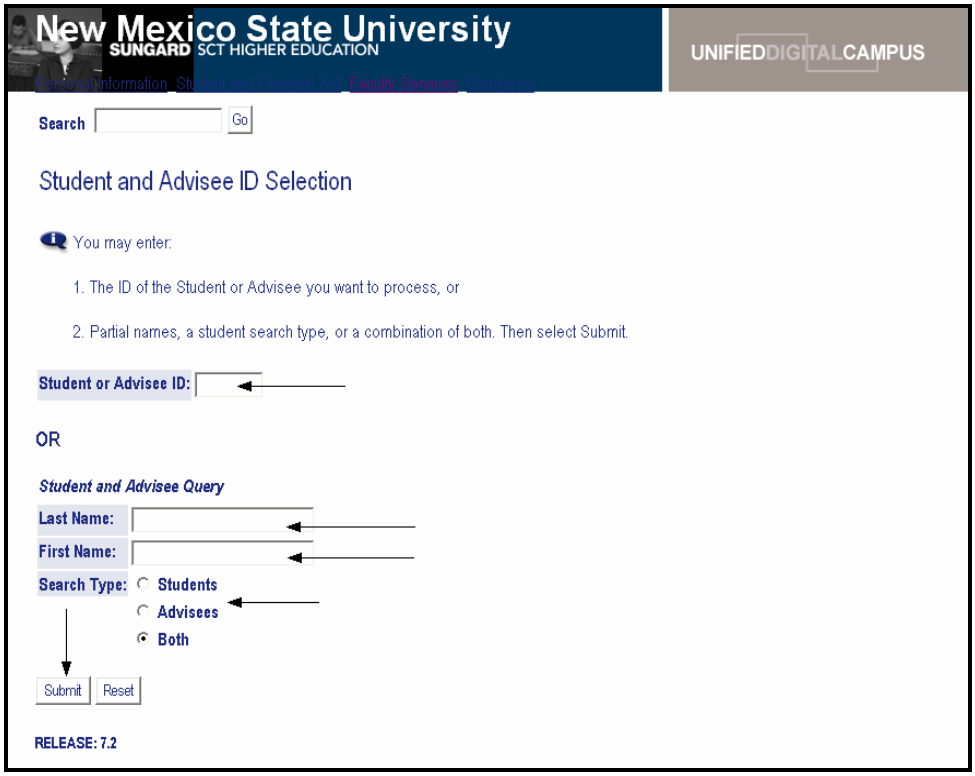
To **Work with a Registration Override**, perform these steps:

Instructions

1. On the **Faculty and Advisors Menu**, below the **Registration** heading, click **Registration Overrides**.
   The **Select Term** page appears.



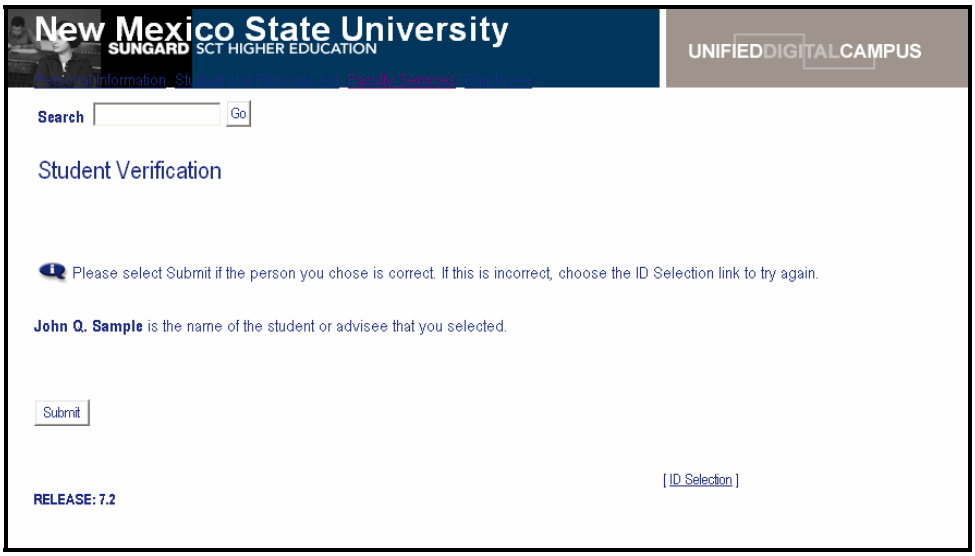
2. In the **Select a Term** drop-down list, select the desired term.
3. Click **Submit**.
   The **Student and Advisee ID Selection** page appears.



4. In the **Student or Advisee ID** field, or in the **Last Name**/**First Name** fields, and **Search Type** option buttons, enter the desired information.

In the Student/Advisee ID and Last Name/First Name fields, users can enter part of an advisee's name followed by a "%" to search by "wild card." Using a wild card search allows advisors to look up an advisee's information without spelling out or knowing how to spell out an advisee's full name.

5. Click **Submit**.
   The **Student Verification** page appears.


New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Personal Information Student and Financial Aid Faculty Services Employee
Search
Go
Student Verification
Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.
John Q. Sample is the name of the student or advisee that you selected.
Submit
[ID Selection]
RELEASE: 7.2

6. Click **Submit**.
The **Registration Overrides** page appears.

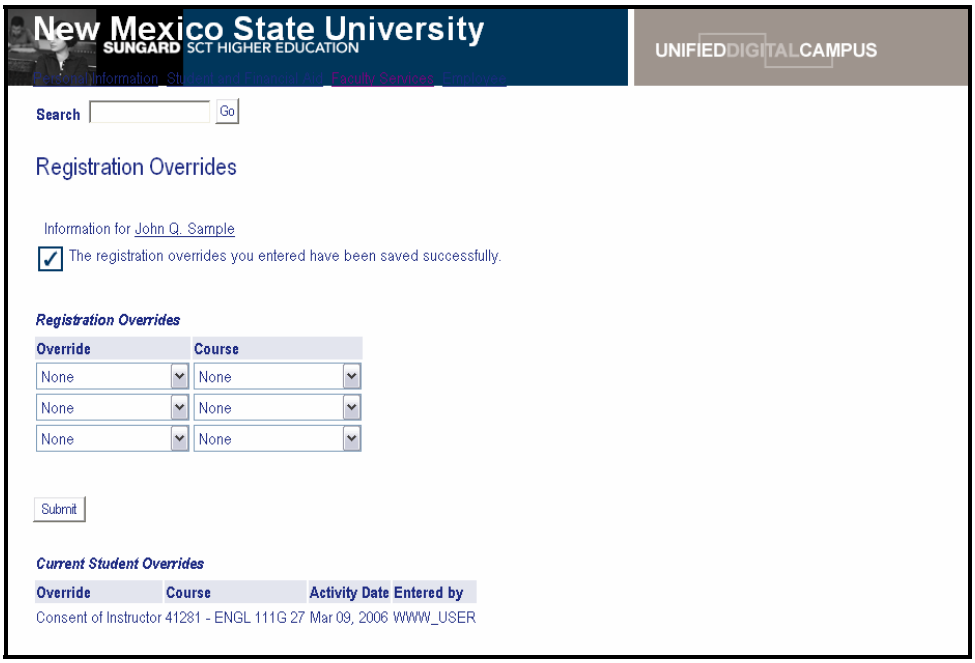
7. In the **Override** and **Course** drop-down lists, select **Closed Section**, or **Consent of Instructor**.

Faculty members can issue two electronic overrides, but only for their own classes. Faculty members are permitted these two kinds of overrides: 1) An override for a student to enter a Closed Section if the class has met its maximum enrollment; and, 2) An override for a student to enter a class that requires the Instructor's Approval.

8. Click **Submit**.
   The **Registration Overrides** page appears, displaying the section to be overridden.

9. Click **Submit**.
   The **Registration Overrides** page appears, indicating "The registration overrides you entered have been saved successfully."

A student is allowed only to register for the course that has been approved for an override.



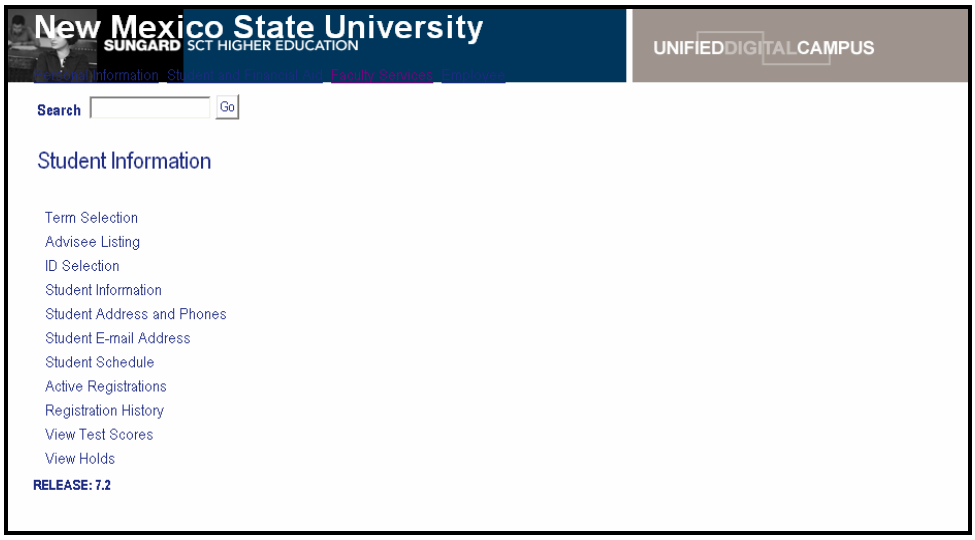
Viewing Student Information

Student Information can only be viewed by students, a student's advisee of record, or if a student provides the advisor with his or her PIN.

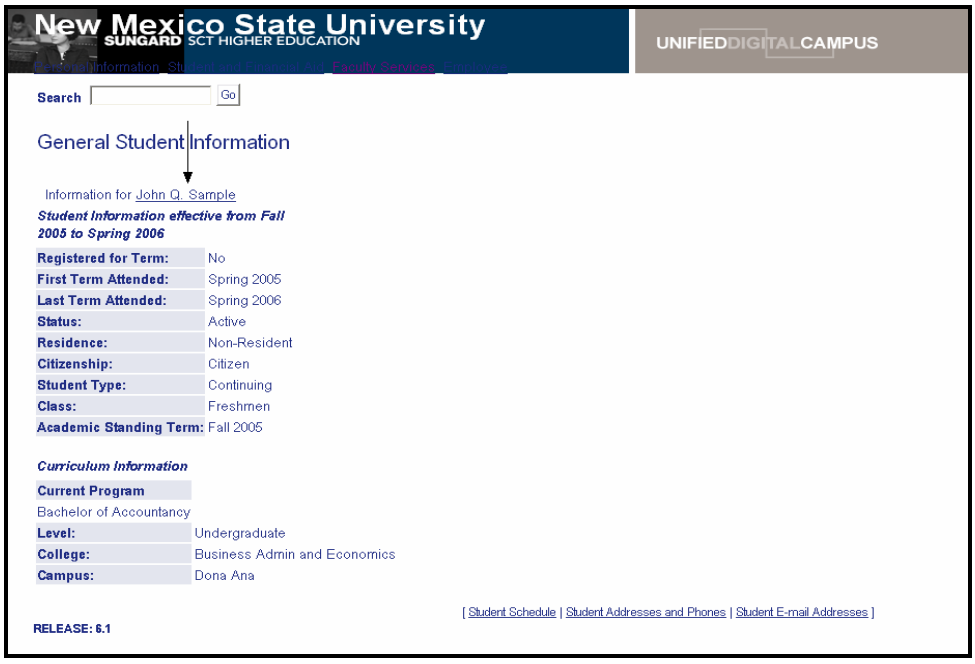
To **View Student Information**, perform these steps:

Instructions

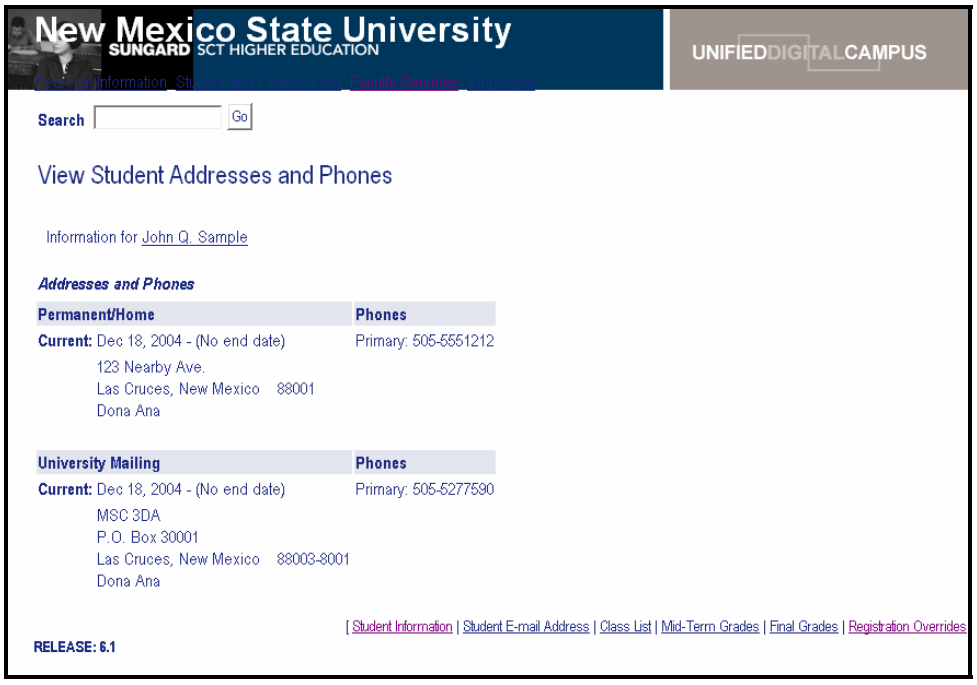
1. On the **Faculty and Advisors Menu**, click **Student Information**.
   The **Student Information Menu** appears.



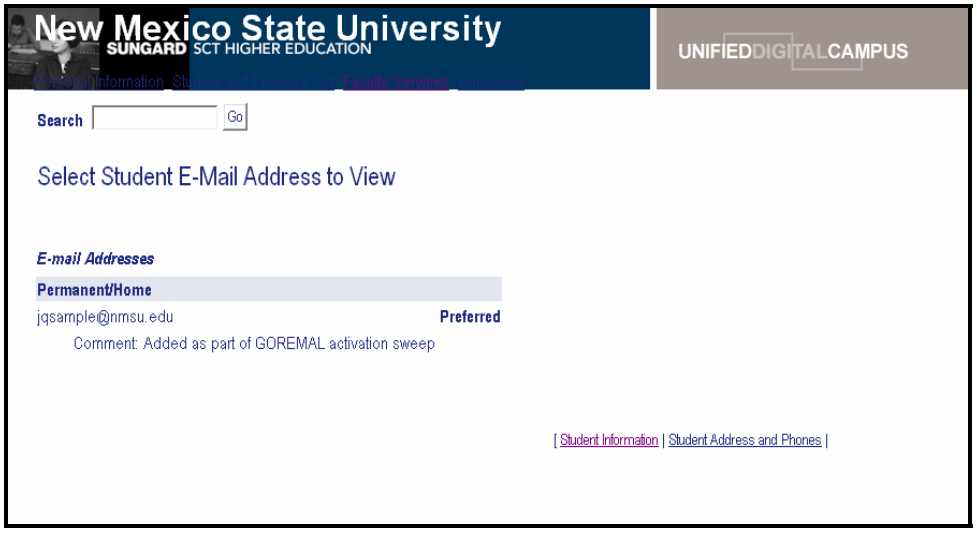
2. On the **Student Information Menu**, click **Student Information**.
The **General Student Information** page appears.



3. To **View Student Addresses and Phones**, click **Information for Student (e.g., John Q. Sample)**.
The **View Student Addresses and Phones** page appears.


New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Personal Information Student and Financial Aid Faculty Services Employee
Search Go
View Student Addresses and Phones
Information for John Q. Sample
Addresses and Phones
Permanent/Home
Phones
Current: Dec 18, 2004 - (No end date)
Primary: 505-5551212
123 Nearby Ave.
Las Cruces, New Mexico 88001
Dona Ana
University Mailing
Phones
Current: Dec 18, 2004 - (No end date)
Primary: 505-5277590
MSC 3DA
P.O. Box 30001
Las Cruces, New Mexico 88003-8001
Dona Ana
[Student Information | Student E-mail Address | Class List | Mid-Term Grades | Final Grades | Registration Overrides
RELEASE: 6.1

4. To **View a Student's E-mail Address**, click **Student E-mail Address** located at the bottom of the page.
The **Select Student E-mail Address to View** page appears.

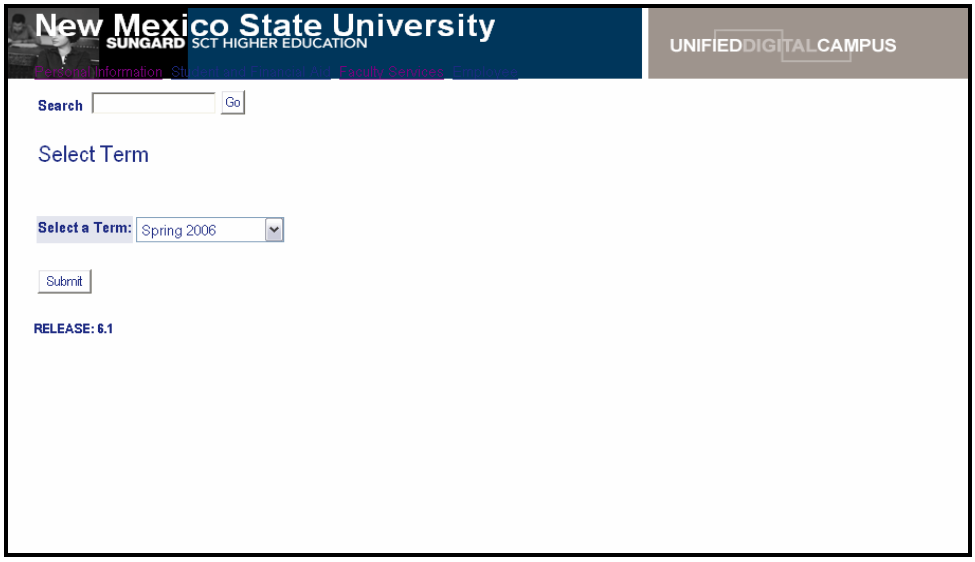

New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Personal Information Student and Financial Aid Faculty Services Employee
Search Go
Select Student E-Mail Address to View
E-mail Addresses
Permanent/Home
jqsample@nmsu.edu
Preferred
Comment: Added as part of GOREMAL activation sweep
[Student Information | Student Address and Phones |

Viewing Advisee Listings

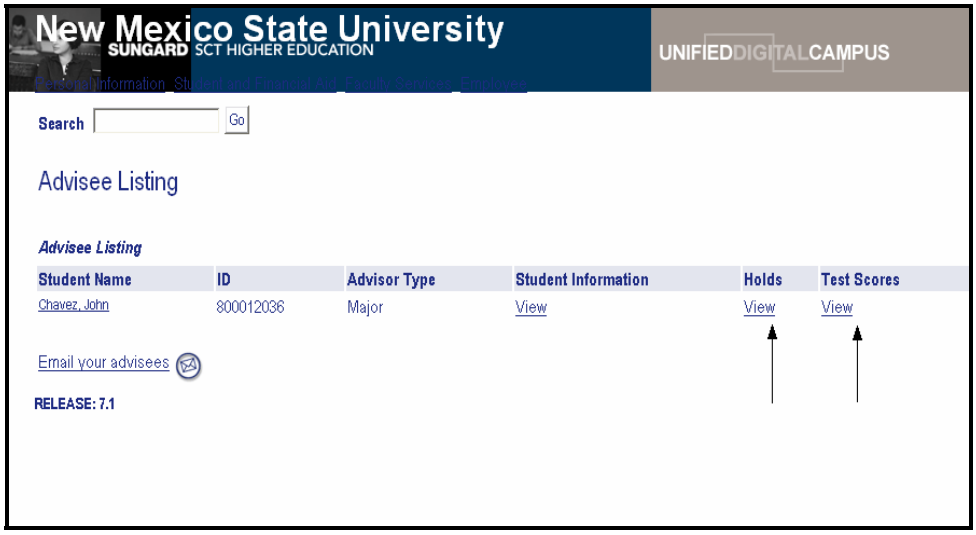
To **View Advisee Listings**, perform these steps:

Instructions

1. On the **Faculty and Advisors Menu**, click **Advisors Menu**.
   The **Select Term** page appears.



2. In the **Select a Term** drop-down list, select the desired term.
3. Click **Submit**.
   The **Advisee Listing** page appears.

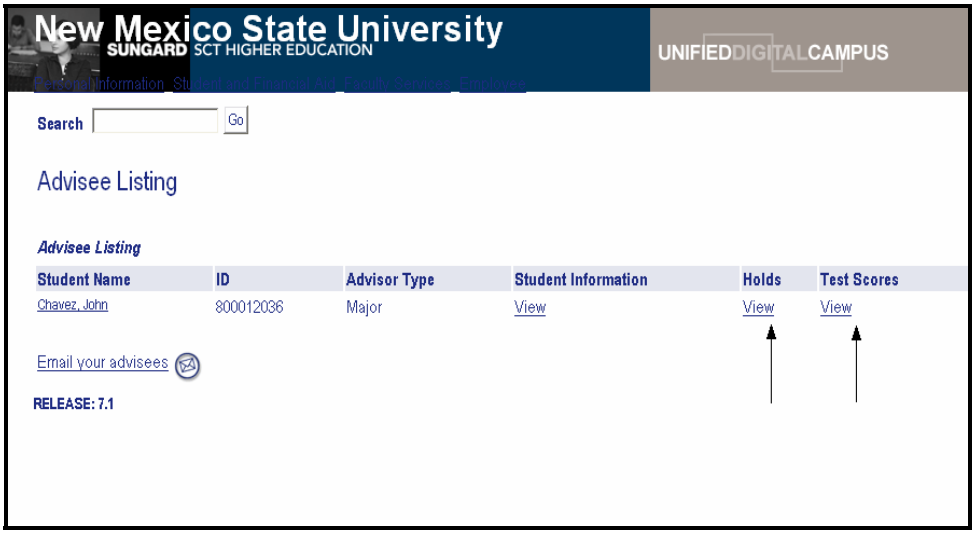


Viewing Advisee's Holds

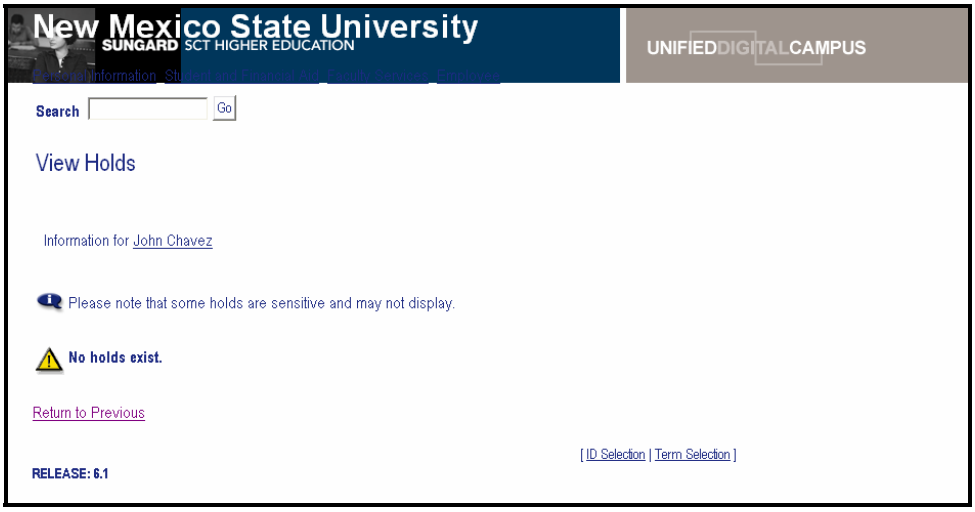
To **View an Advisee's Holds**, perform these steps:

Instructions

1. On the **Advisee Listing** page, click **View** below the **Holds** heading.



- The **View Holds** page appears.

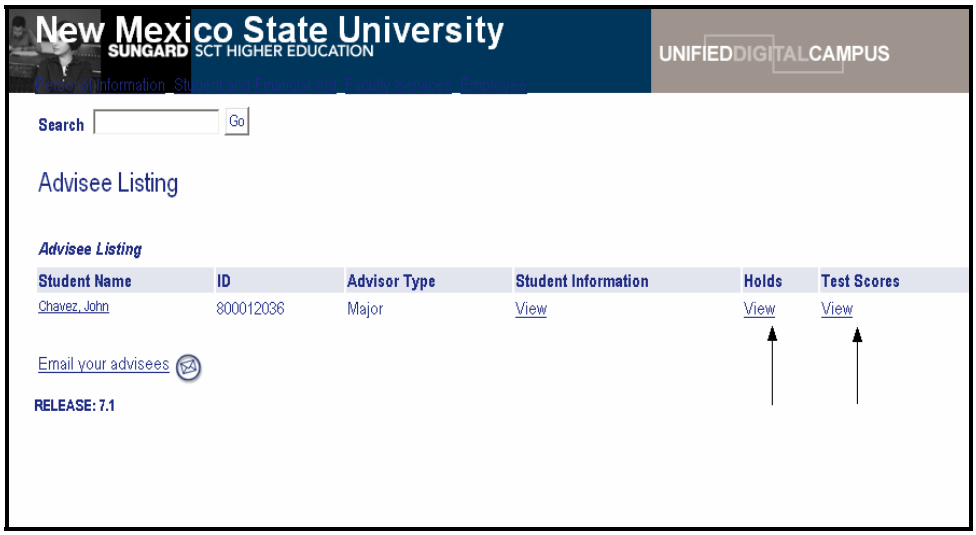


Viewing Advisee's Test Scores

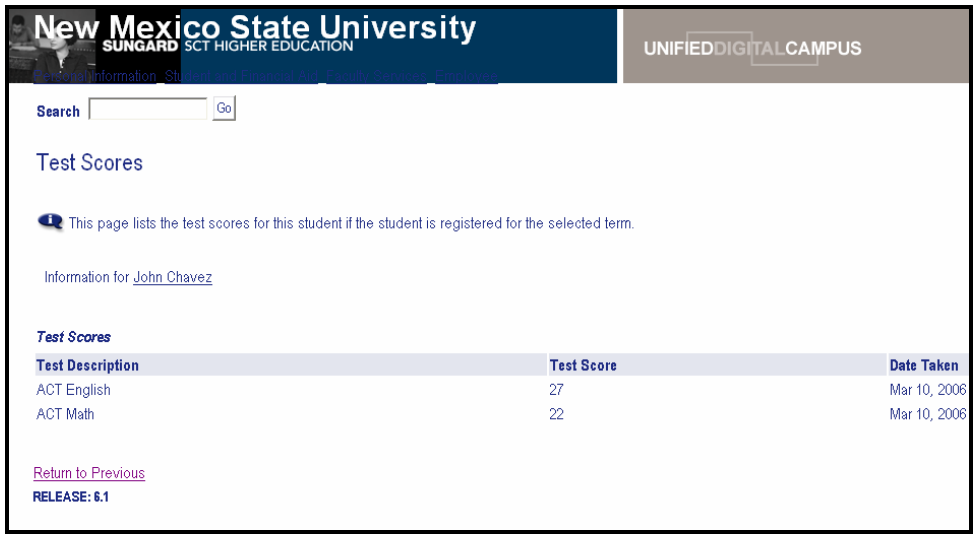
To **View an Advisee's Test Scores**, perform these steps:

Instructions

1. On the **Advisee Listing** page, click **View** below the **Test Scores** heading.



- The **Test Scores** page appears.

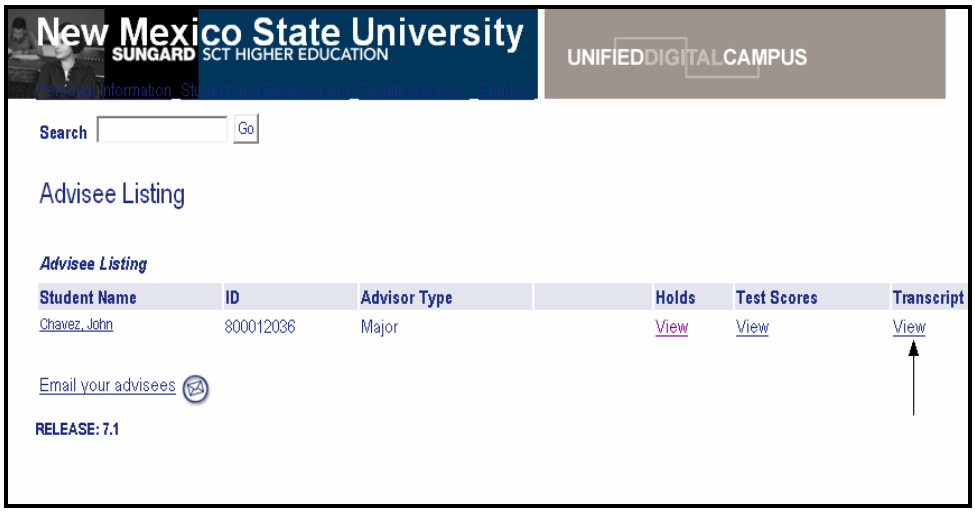


Viewing Advisee's Transcripts

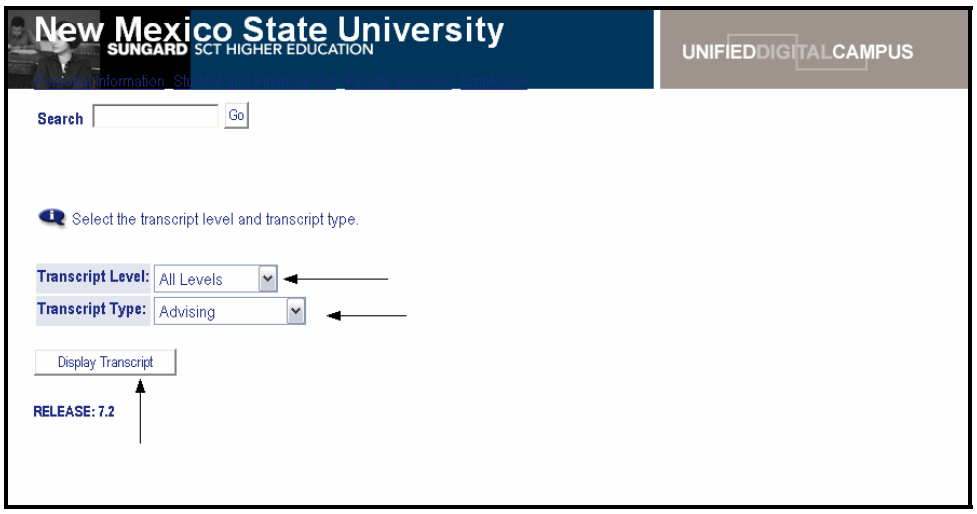
To **View an Advisee's Transcripts**, perform these steps:

Instructions

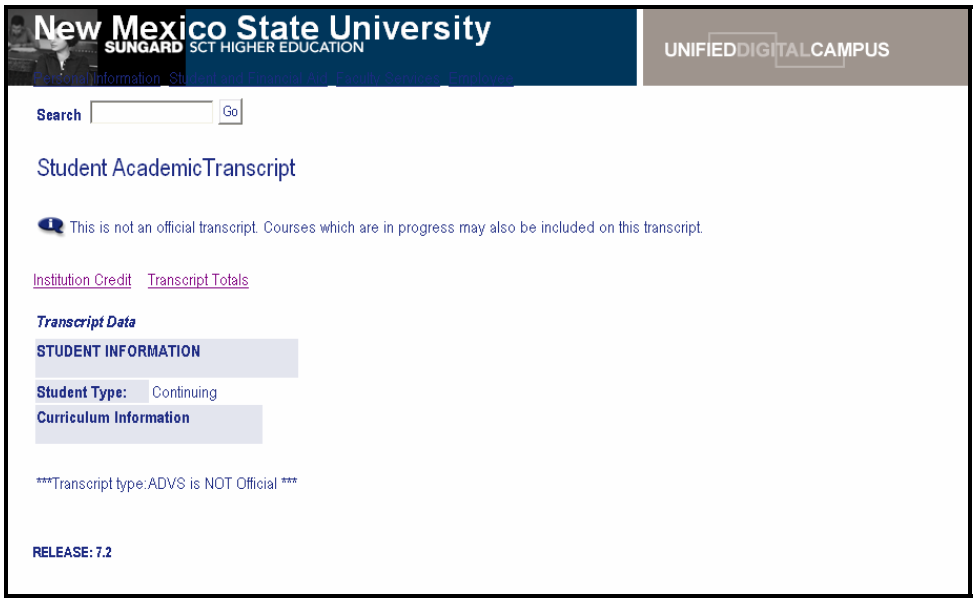
1. On the **Advisee Listing** page, click **View** below the **Transcripts** heading.



- The **Transcript Selection** page appears.



2. In the **Transcript Level** and **Transcript Type** drop-down lists, select the desired transcript level and transcript type.
3. Click **Display Transcript**.
   The **Student Academic Transcript** page appears.

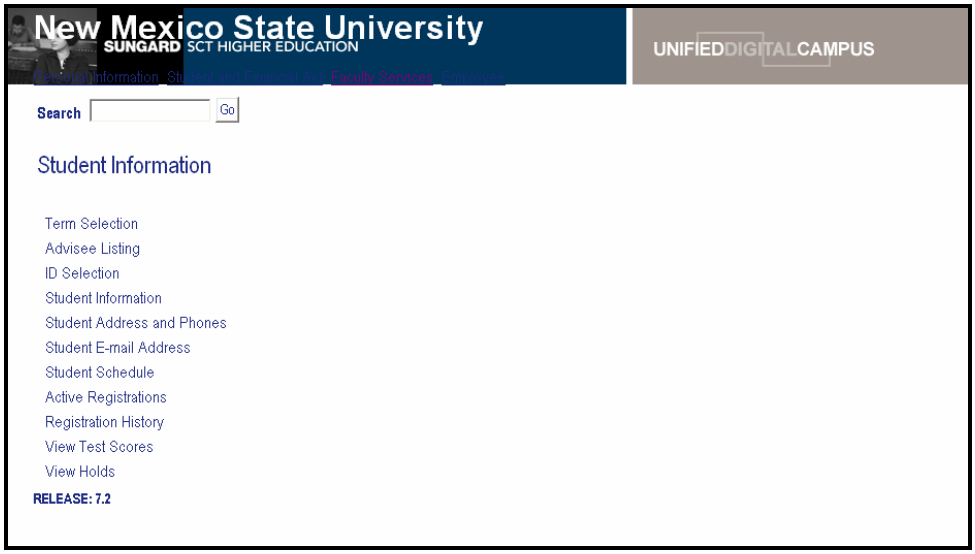


Returning to the Main Menu & Logging Out

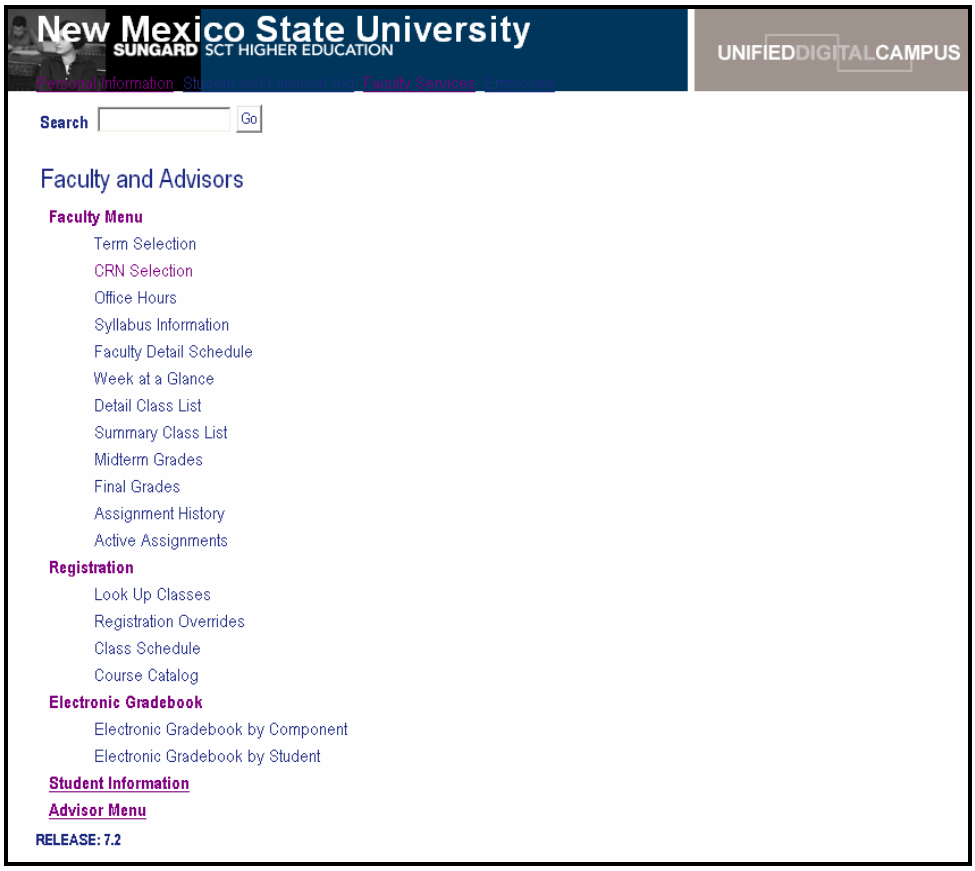
To **Return to the Main Menu** and **Logout**, perform these steps:

Instructions

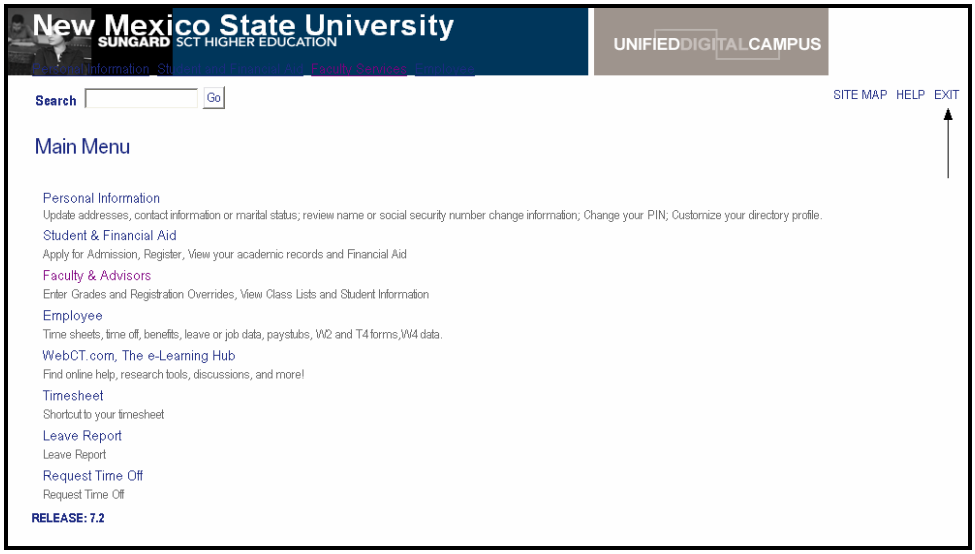
1. On the **Student Academic Transcripts** page **(or last page accessed)**, click **Return to Menu** in the upper right hand corner of the page.
   The **Student Information Menu** or the last page accessed appears.



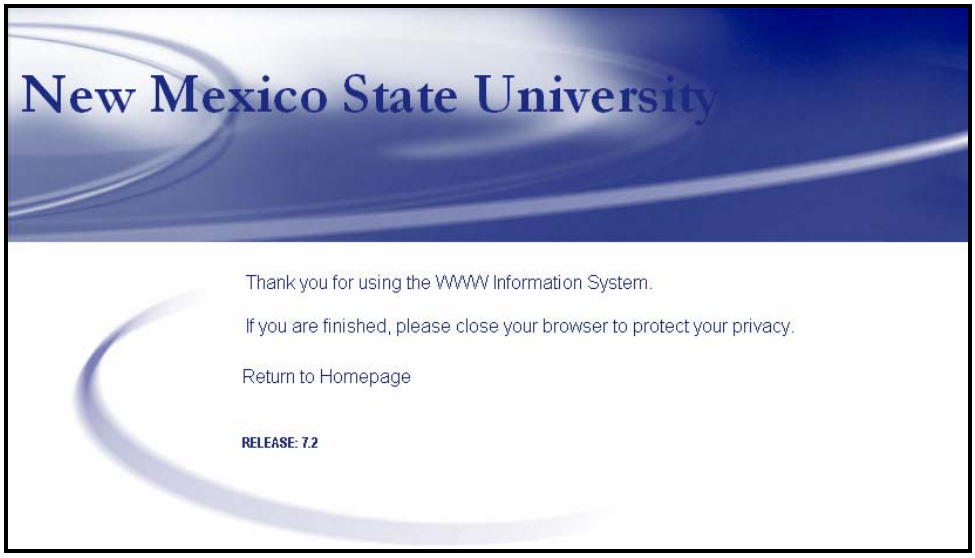
2. On the **Student Information Menu** page **(or last page accessed)**, click **Return to Menu (e.g., Faculty and Advisors Menu)** in the upper right hand corner of the page.
   The **Faculty and Advisors Menu** or the last page accessed appears.



3. On the **Faculty and Advisors Menu** page **(or last page accessed)**, click **Return to Menu** in the upper right hand corner of the page.
The **Main Menu** appears.


New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Personal Information Student and Financial Aid Faculty Services Employee
Search Go
SITE MAP HELP EXIT
Main Menu
Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.
Student & Financial Aid
Apply for Admission, Register, View your academic records and Financial Aid
Faculty & Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information
Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 data.
WebCT.com, The e-Learning Hub
Find online help, research tools, discussions, and more!
Timesheet
Shortcut to your timesheet
Leave Report
Leave Report
Request Time Off
Request Time Off
RELEASE: 7.2

4. On the **Main Menu** page, click **Exit** in the upper right hand corner of the page. The **Final Logout** page appears.


New Mexico State University
Thank you for using the WWW Information System.
If you are finished, please close your browser to protect your privacy.
Return to Homepage
RELEASE: 7.2

As a matter of security, both for faculty and for students, users need to completely logout of their session when they are finished using Banner Faculty/Advisor Self-Service.

Appendix A: Common Faculty/Advisor Errors

Appendix A provides a list of common Faculty/Advisor Self-Service errors faculty and advisors may encounter when using Banner Faculty/Advisors Self-Service. Accompanying each common error is a short common error explanation.

Common Error	Common Error Explanation
Campus Restriction	Some classes may only be taken by Dona Ana Branch Campus students.
Class Restriction	You must have completed a certain number of credit hours before you can register for the class. Some courses require that you have upper-class standing (junior or senior); others, that you are at least a sophomore. Class restrictions are listed in the catalog under course prerequisites. Bring a signed prerequisite override form to the Registrar's Office.
Closed Section	The class is at maximum capacity. The class instructor can issue an electronic override or you can bring a Drop/Add slip signed by the instructor (as well as the Dean in some departments) to your Dean's Office.
Corequisite Required	You must register for both the class and its corequisite. For example, CHEM 121L is a corequisite for CHEM 121. You cannot register for CHEM 121 without simultaneously registering for CHEM 121L.
CRN Does Not Exist	Check that you entered the correct CRN (Course Reference Number) and that you are registering in the correct semester. CRNs for summer classes begin with 10000; fall classes, 20000; and spring classes, 30000.
Instructor Approval Required	Some courses require the permission of the instructor. The instructor can issue an electronic override or you can bring a signed Drop/Add slip to your Dean's Office.
Level Restriction	With few exceptions, only graduate students or senior petitioners may register for courses numbered 500 and above. Undergraduates need to submit a signed "Undergraduate Taking 500-Level Courses for Undergraduate Credit" from.
Link Required	You must register for both the class and its lab. For example, CHEM 110 has a "linked" lab. You cannot register for CHEM 110 without simultaneously registering for one of the many labs offered.
Major Restriction	Some classes may only be taken by students in certain majors. The catalog lists major restrictions in the course description. Students not majoring in that field can bring a signed Drop/Add slip to the Dean's Office.
Maximum Hours Exceeded	Undergraduate students in good academic standing may take up to 18 credit hours during a fall or spring semester. Graduate students may take up to 15 credit hours. Students who wish to register for

	more must obtain the permission of their Dean. Undergraduate students on warning or probation are restricted to 15 credit hours or fewer, as indicated by their academic standing.
Must Register in Person	Web registration for the course is not permitted; you must register in the Registrar's Office, Educational Services Center.
Prerequisite and Test Score Error	You do not have one or more of the prerequisites for a class. Don't forget that you must satisfy the Basic Skills Requirement before registering for any class numbered 300 or above. Only you Dean can override a prerequisite error. Classes you are currently enrolled in this semester fulfill preregistration requirements.
Time Conflict	Two classes you attempted to register for have overlapping meeting times or start/end at the same time. The error message will state which CRN (Course Reference Number) the rejected class conflicts with. Bring a Drop/Add slip (or the appropriate paperwork for you college) signed by at least one of your instructors to your Dean's Office.

Appendix B: Compatible Browsers

The following is a list of Web browsers supported by Banner7.x:

Application				
Operating System	**Banner INB**	**Banner INB via Luminis Portal**	**Banner Self-Service**	**Banner Self-Service via Luminis Portal**
Windows				
XP (SP 1 & 2)	IE 6.x * Netscape 7.0x *^	IE 6.0; Netscape 7.2^	IE 6.x; Netscape 7.01, 7.2; Mozilla 1.7x; Firefox 1.0	IE 6.0; Netscape 7.2
2000	IE 6.x* Netscape 7.0x *^	IE 6.0; Netscape 7.2^	IE 6.x Netscape 7.01, 7.2 Mozilla 1.7x Firefox 1.0	IE 6.0; Netscape 7.2
Mac				
OS9	N/A	N/A	IE 5.1.7 Netscape 6.2.x Netscape 7.0.2	IE 5.1.7 Netscape 7.0.2
OSX (min. of 10.3)	Safari 1.2 ^	Safari 1.2^	IE 5.2.3 Netscape 7.1 Safari 1.2	Netscape 7.1 Safari 1.2

*requires Oracle JInitiator 1.3.1.18

^requires Sun plug-in 1.4.2